Hogansville Elementary School
2017-2018
Parent-Student Handbook & Activities Calendar

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Hogansville, Georgia 30230
(Phone) 706-812-7990 • (Fax) 706-812-7996
www.troup.org/hes
https://www.facebook.com/HogansvilleElementary/
https://www.instagram.com/hogansvilleelementary/
https://twitter.com/HogansvilleElem

Mr. Bret Bryant, Principal
Mrs. Rochelle Pompey, Instructional Specialist
“Home of the Greenwave”

Welcome to the Hogansville Elementary Greenwave family!

We do things differently at Hogansville because we believe it’s all about the students! Our mission is to bring dreams to life for every student through motivation, encouragement, and hard work. We strongly believe that every child has a dream and comes to us with certain abilities, gifts, skills, and talents! We believe that significant learning occurs through significant relationships!

At HES we dream big, believe in each other, and achieve great things! Through quality instruction and positive relationships with our students and community, we provide a learning environment where students are safe, supported, challenged, and successful.

We are excited about the possibilities before us and look forward to helping students Dream IT, Believe IT, and Achieve IT! If you are ready to be the difference, you are at the right school!

Be sure to sign up to receive my Remind texts by texting @hesmr to 81010 to receive general announcements. You are also encouraged to sign up to receive Remind texts from your child’s teachers. Lastly, don’t forget to follow us on Facebook, Instagram, and Twitter!

Sincerely,

Bret Bryant
Principal

#greenwaveawesome #greenwavefamily #ohana #bethedifference #ourstory
Hogansville Elementary School
Dream IT! Believe IT! Achieve IT!

CORE PURPOSE
To help all children discover their IT!

MISSION
It is our mission to bring dreams to life for every student through motivation, encouragement, and hard work.

VISION
In five years, Hogansville Elementary will build positive relationships with community partners that enhance the lives of families and provide opportunities for students to develop their dreams.

<table>
<thead>
<tr>
<th>Community Outreach</th>
<th>Dream Building</th>
<th>Accomplishments</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Summer Home Visit Blitz</td>
<td>• College tours for K-5 students</td>
<td>• Make our mission known by our actions, attitudes, beliefs, surroundings, and words</td>
</tr>
<tr>
<td>• Build relationships with Greenwave alumni</td>
<td>• Establish Community Dream Team</td>
<td>• Implement PBIS</td>
</tr>
<tr>
<td>• Build community by supporting current and former students #greenwaveforever</td>
<td>• Develop Mentor Program</td>
<td>• Georgia School of Excellence</td>
</tr>
<tr>
<td>• Work with city to revitalize the amphitheater</td>
<td>• Makerspace/Dream Builder Clubs</td>
<td>• Present at Model Schools Conference</td>
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</tbody>
</table>

BELIEFS
Every student has a dream!
Every student has abilities, gifts, skills, and talents!
No significant learning can happen without a significant relationship!
The mission of the Troup County School System is to educate all students in a challenging and safe learning environment, so they will become productive citizens in a diverse and changing world.

**District Goals**

1. Ensure all students achieve at their highest level of academic achievement.
2. Provide a safe, secure, and wholesome learning environment.
3. Engage all students, staff, families, businesses, and the community in the educational process.
4. Maximize efficiency and productivity in pursuit of the system’s mission.

**Beliefs**

We believe that:

1. Students are the primary focus of all decisions.
2. Each student is a valued individual with unique social, emotional, physical, and intellectual needs.
3. Students have a shared responsibility for their own learning.
4. Clear and high expectations contribute to success.
5. All students can learn when provided with a rigorous curriculum and when supported academically, socially, and emotionally.
6. All students must be prepared to function effectively in a knowledge-based, technologically rich, and culturally diverse world.
7. Effective and engaging instruction provides the knowledge and skills to meet global challenges and opportunities.
8. Students who are lifelong learners are prepared to meet future challenges.
9. Students, staff, parents, and the community share the responsibility for the support of the TCSS mission.
10. Students benefit from strong family, school, and community partnerships.
11. Effective communication between home and school is essential.
12. The TCSS should be guided by long-range plans designed to meet the vision, mission, and goals of the district.
2017-2018 Calendar of Events
1st Semester

**July**
- 29th  Home Visit Blitz

**August**
- 3rd  Meet the Teacher (12 p.m. -6 p.m.)
- 10th  First Day of School
- 15th  Chick-fil-A Spirit Night (Lafayette Parkway LaGrange)

**September**
- 11th-15th  Fall Book Fair
- 12th  Progress Reports
- 12th  Open House / Title I Annual Meeting / Book Fair (6 p.m.)
- 13th  Title I Annual Meeting / Alternate Date (9 a.m.)
- 15th  Goodies for Grandparents
- 25th  Parent Educational Workshop
- 28th  Greenwave Student of the Month Lunch @ Roger’s BBQ
- 29th  National Night Out

**October**
- 4th-6th  Intermediate Student Led Conferences
- 9th-10th  Student / Staff Holiday
- 17th  Report Cards
- 20th  1st Quarter Student Recognition
- 17th – 18th  Primary Conferences
- 21st-22nd  Hummingbird Festival
- 23rd-27th  Red Ribbon Week
- 26th  Greenwave Student of the Month Lunch @ Roger’s BBQ

**November**
- 5th  Daylight Saving Time ENDS
- 9th  B-I-N-G-O and Pizza Night (6 p.m.)
- 10th  Veteran’s Day Parade (observed)
- 13th  Parent Educational Workshop
- 14th  Progress Reports
- 20th-24th  Thanksgiving Break
- 30th  Greenwave Student of the Month Lunch @ Roger’s BBQ

**December**
- 6th  Christmas Lunch (Primary)
- 13th  Christmas Lunch (Pre-K & Intermediate)
- 14th  Pre-K Conferences
- 19th  Winter Jam (6 p.m.)
- 21st-30th  Christmas Break
2017-2018 Calendar of Events

2nd Semester

**January**

2nd – 3rd  Christmas Break

4th  School Resumes

9th  Report Cards

12th  2nd Quarter Student Recognition

15th  MLK Holiday

18th  Literacy, Math, Tech Night (6 p.m.)

22nd  Parent Educational Workshop

25th  Greenwave Student of the Month Lunch @ Roger's BBQ

**February**

6th  Progress Reports

15th  Old Skool/New Skool Dance (6 p.m.)

16th  Jump Rope for Heart Event

19th  President’s Day Holiday

22nd  Greenwave Student of the Month Lunch @ Roger's BBQ

**March**

2nd  Dr. Seuss Day

9th  Student Holiday/Teacher Workday

11th  Daylight Saving Time STARTS

13th  Report Cards

12th-16th  Spring Book Fair

13th  Title I School Improvement Spring Forum / Reading Night (6 p.m.)

14th  Title I School Improvement Spring Forum / Alternate Meeting (9 a.m.)

19th-23rd  Primary Conferences

27th  3rd Quarter Student Recognition

29th  Greenwave Student of the Month Lunch @ Roger's BBQ

**April**

2nd-6th  Spring Break

12th  Green Patch Kickball Game

17th  Progress Reports

17th  Chick-fil-A Spirit Night (Lafayette Parkway LaGrange)

30th  Book Fair (Buy One Get One)

**May**

1st-4th  Book Fair (Buy One Get One)

7th-11th  Teach Appreciation Week

10th  Pre-K Spring Conferences

11th  Field Day

21st  Honor’s Day (K-4th)

22nd  5th Grade Honor’s Day / Last Day of School
Greenwave Expectations
Catch the W.A.V.E. (Work ethic, Attitude, Vision, Excellence)

Work Ethic: WORK HARD!
1. Follow along when we read together in class.
2. Answer all written questions with a complete sentence.
3. Do not ask for a reward. (You should be good and try your best because you are trying to better yourself, not get a reward.)
4. Turn in homework every day.
5. Subject transitions will be swift, quiet, and orderly.
6. Be as organized as possible.
7. Do assigned work without moaning or complaining.
8. When a substitute teacher is present, all class rules still apply.
9. Follow the specific classroom protocols.
10. Keep you and the bathrooms clean and germ free.
11. After dining in the cafeteria or elsewhere, be responsible for your trash.

Attitude: SHOW RESPECT FOR YOURSELF AND OTHERS!
1. Show respect to adults by answering with "Yes, ma'am" or "No sir."
2. Make eye contact.
3. Congratulate your classmates when they do something well.
4. Respect other students' comments, opinions and ideas.
5. Do not stare at a student who is being reprimanded.
6. Do not save seats in the lunchroom.
7. If you win, do not brag. If you lose, do not show anger.
8. If you are asked a question in conversation, ask a question in return.
9. Cover your mouth when you sneeze or cough and say excuse me.
10. Do not show disrespect with gestures.
11. Always say thank you when given something.
12. When you receive something, do not insult the gift or the giver.
13. Surprise others by performing random acts of kindness.
14. Greet visitors and make them feel welcome.
15. When meeting new people, shake hands and repeat their names.
16. When offered food, take only your fair share.
17. If someone drops something and you are close to it, pick it up.
18. Hold the door for people instead of letting it close on them.
19. If someone bumps into you, say excuse me, even if it is not your fault.
20. On a field trip, compliment the place you are visiting.
21. On a field trip, enter a public building quietly.
22. During an assembly, do not speak or call out to your friends.
23. When walking in line, keep your arms at your sides and move quietly.
25. If anyone is bullying you, tell an adult.
26. Know all staff members' names and greet them by name.
27. On a bus, always face forward.
28. Be positive and enjoy life.

Vision: SET A GOAL AND WORK TOWARD IT!
1. Stand up for what you believe in.
2. Live above the line.
3. Learn from your mistakes and move on.
4. No matter the circumstances, always be honest.
5. Carpe Diem - Seize the Day!

Excellence: BE THE BEST PERSON YOU CAN BE!!

*Individual attributes adapted from Ron Clark's Essential 55.
<table>
<thead>
<tr>
<th>Principal</th>
<th>Bret Bryant</th>
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</thead>
<tbody>
<tr>
<td><strong>Instructional Specialist</strong></td>
<td>Rochelle Pompey</td>
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<tr>
<td>Counselor</td>
<td>Carmen Couch</td>
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<tr>
<td>Secretaries</td>
<td>Hazel Jackson, Lorraine Boone</td>
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<tr>
<td>Family Assistant</td>
<td>Melanie Baswell</td>
</tr>
<tr>
<td>Nurse</td>
<td>Cynthia Walston</td>
</tr>
<tr>
<td>Pre-Kindergarten</td>
<td>Bailey Kardoes, Lindsey Mitchell, Emily Olinger</td>
</tr>
<tr>
<td>Kindergarten</td>
<td>Lori Hart, Hollie Palmer, Hillary Perdue, Allison Waldroup</td>
</tr>
<tr>
<td>1st/2nd ELA &amp; SS</td>
<td>Karen Briggs, Kim Holstun, Abigail Norris, Renee Wynn</td>
</tr>
<tr>
<td>1st/2nd Math &amp; SC</td>
<td>Leigh Bailey, Laurie Burkett, Amanda Howse, Virginia Scott</td>
</tr>
<tr>
<td>3rd Grade</td>
<td>Kim Buchanan, Alecia Davidson, Ann Rhodes</td>
</tr>
<tr>
<td>4th/5th ELA &amp; SS</td>
<td>Celeste Garrett, Pam Pardue, Amanda Wilson</td>
</tr>
<tr>
<td>4th/5th Math &amp; SC</td>
<td>Alicia Bilbo, Sha Brantley, Carolyn Spraggs</td>
</tr>
<tr>
<td>EIP/Instructional Support</td>
<td>Kelly Hanners, Kathryn Soto, Lindsey Klein</td>
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<tr>
<td>Resource</td>
<td>Nickie Crawford</td>
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<tr>
<td>Speech Pathologist</td>
<td>Arlona Hawkins</td>
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<tr>
<td>Discovery</td>
<td>Gary Jones</td>
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<tr>
<td>Media Specialist</td>
<td>April Sandford</td>
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<tr>
<td>Art Specialist</td>
<td>Maria Hays</td>
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<tr>
<td>Music Specialist</td>
<td>Louis Barnett</td>
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<tr>
<td>Physical Education</td>
<td>Jason Boatman</td>
</tr>
<tr>
<td>Instructional Assistants</td>
<td>Donna Barry, Candis Carlisle, Shelia Carlisle, Ruth Collier, Connie Gore, Monica Johnson, Brenda McWhorter, Nancy Montgomery, Joyce Richardson, Robbin Smith, Adena Toney, Paige Wilkie</td>
</tr>
<tr>
<td>Custodial Services</td>
<td>Gerald Bankston – Lead, Marie Parham, Jean Tigner</td>
</tr>
<tr>
<td>Lunchroom Staff</td>
<td>Deb McCann, Manager Carrie Agan, Jessica Cooley, Laura Fomby, Inez Gates</td>
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### 2017-2018 PTO Officers

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td>Candice Truitt</td>
</tr>
<tr>
<td>Vice-President</td>
<td>Kristi Bolton</td>
</tr>
<tr>
<td>Treasurer</td>
<td>vacant</td>
</tr>
<tr>
<td>Secretary</td>
<td>Emily McGownse</td>
</tr>
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### 2017-2018 Title I Parent Advisory Council

Vacancies will be filled in the fall.

### 2017-2018 Local School Council Representatives

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal</td>
<td>Bret Bryant</td>
</tr>
<tr>
<td>Parent Representative 2017-2019</td>
<td>Stephanie Calhoun</td>
</tr>
<tr>
<td>Parent Representative 2016-2018</td>
<td>Emily Johnson</td>
</tr>
<tr>
<td>Teacher Representative 2017-2019</td>
<td>Alicia Bilbo</td>
</tr>
<tr>
<td>Teacher Representative 2016-2018</td>
<td>Gary Jones</td>
</tr>
<tr>
<td>Business/Parent Representative 2015-2017</td>
<td>Open</td>
</tr>
<tr>
<td>Business/Parent Representative 2016-2018</td>
<td>Patrick Terrail (85 South Out &amp; About)</td>
</tr>
</tbody>
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### Points of Pride

**Awards/Recognition**

- Hogansville Elementary made Adequate Yearly Progress (AYP) for **ten** straight years!
- Title I Distinguished School from 2004-2011!
- 2013, 2017 Title I High Progress Reward School!
- Pamela Pardue was named the 2016-2017 Hogansville Elementary Teacher of the Year.
- Celeste Garrett was named the 2017-2018 Hogansville Elementary Teacher of the Year.
- Mikayla Gross was named the 2016-2017 Greenwave Student of the Year for displaying the Greenwave character traits of honesty, loyalty and truth.

**Keep Troup Beautiful Awards**

- 2006-2007: J. R. Lewis School Pride Award and Youth Group/School Award of Excellence (School Beautification)
- 2009-2010: J. R. Lewis School Pride Award and Youth Group/School Award of Excellence (School Recycling Program)
- 2011-2012: J. R. Lewis School Pride Certificate of Merit (Outstanding Greenwave School Spirit)
- 2012-2013: J. R. Lewis School Pride Award and Youth Group/School Award of Excellence (School Beautification)

Hogansville Elementary is consistently rated as one of the cleanest schools in the county.

And, we have the BEST students and staff of any school in the county!!
Arrival / Dismissal

Bus Transportation

The Troup County School System operates buses for transporting students to and from Hogansville Elementary. Appropriate conduct on the bus is essential for the safety of the driver and passengers. To prevent riding the school bus from becoming a hazardous situation, behavior that distracts the driver will result in immediate disciplinary action. We need the cooperation of both parents and students. Please read the rules carefully and discuss them with your child.

Bus Expectations

1. No excessive loud noise, loud talking, loud laughing or playing.
2. No eating or drinking on the bus.
3. Do not move about while the bus is in motion. Remain in your seat.
4. Keep head, hands, and feet inside the bus.
5. Do not be destructive.
6. Sit facing the front of the bus; keep feet out of the aisle.
7. Objects not required at school are not allowed on the bus.
8. Cooperate with the bus driver.

The bus driver is in charge of and responsible for student behavior and is authorized to take the following actions:
1. Talk with the student.
2. Assign special seats when necessary.
3. Report conduct problems to parents and principal (or principal’s designee) with a written form requiring a parent’s signature.
4. Notify the principal (or principal’s designee) and/or parent by verbal communication and/or a copy of the bus conduct form.

*Riding the bus is a privilege provided by the Troup County School System. Students who continuously misbehave and fail to follow the rules and the driver’s instruction may lose the privilege to ride the bus for a period of time or indefinitely. This will be at the discretion of school administrators. Please encourage your child to conduct him or herself in an appropriate way while on the bus.

When a bus driver has to return a student to the school, the student must be received by school personnel and then released to the parent/guardian. The student cannot get off the bus and go directly to a car to leave.

First Occurrence -- School will notify parent/guardian, document and give a warning about future occurrences.

Second Occurrence -- School will hold a verbal parent/guardian conference, document and give a warning about future occurrences.

Third Occurrence -- School will notify parent/guardian and will suspend riding privileges for three (3) days (AM & PM).

Fourth Occurrence -- School will notify parent/guardian and will suspend riding privileges for five (5) days (AM & PM).

Fifth Occurrence -- School will notify parent/guardian and will suspend riding privileges for rest of semester.

Safety at Your Child’s Bus Stop

1. Please have your child at his/her bus stop 5 minutes prior to the arrival of the bus. The child should be ready to load the bus on time.
2. Elementary age children should have the supervision of an adult at their bus stop.
3. Children should wear some type of reflective clothing for early morning pick up.
4. Children should dress for the weather.
5. Wait for the bus a safe distance from the road.
6. Always use the handrails when loading/unloading the bus. Be extra careful when it is raining.
7. Stay seated when the bus is moving. (Seat to seat, back to back with feet on the floor in front of you.)
8. Hold on to your belongings in your lap. (Do not place anything on the floor or in the aisle.)
10. Be silent at all railroad crossings.
11. Cross the road at least 10 feet in front of the bus. Always cross in front of the bus where the driver can see you. Never cross behind the bus.
12. Never cross the street until the driver gives you the signal that it is O.K. to cross.

Car Rider Instruction - MORNING

Teachers report for duty at 7:00 a.m. and will supervise the car rider area until 7:40 a.m. For your child’s safety do not leave children before 7:00 a.m. & DO NOT let them out on the driver side of the car. Students who are brought to school in a car will be dropped off in front of the school at the office entrance beginning at 7:00 a.m. Students should be ready to exit the car when the parent reaches the designated area. Parents and guardians should monitor to make sure the students enter the
building safely. Students should not be dropped off in an area not attended by an adult. Cars will be dismissed as directed by teachers on duty. Parents are strongly encouraged to use safety measures when in the car rider line. **Again, do NOT let out students on the driver side of the vehicle.**

**Car Rider Dismissal - AFTERNOON**

Afternoon car rider dismissal will be handled in a similar manner. Students will be dismissed for car riders at 2:15 p.m. and picked up in front of the school. As with the morning process, the safety of your children is our utmost concern. To help achieve a safe and efficient dismissal process parents are strongly encouraged to stay in the car rider line and wait for their child, instead of coming into the building to check out a child while dismissal is in progress. Students will walk to their cars and cars will be dismissed as directed by teachers on duty. Parents are strongly encouraged to use safety measures when in the car rider line. Coming into the building causes congestion and slows down the dismissal process for everyone. **Therefore, students may not be checked out from the front office after 1:30 p.m.**

**Changes in Transportation**

If there is a change in the way your child will leave from school for any period of time (one day, one week, etc.), we **must have a note from home from the parent/guardian that enrolled the child at registration.** NOTE: By law, no school may allow anyone to sign-out a minor child without the permission of the person who enrolled the child as documented on the forms that were completed by the parent or legal guardian at registration. **Any change in that list of persons approved to sign-out the child must be completed in writing by the enrolling person and delivered to school by the enrolling person.** In addition, schools by law are not **allowed to sign-out a minor child if a person contacts the school by phone or note granting permission for the child to be signed out by a person not on the original permission list.**

We go to great lengths to ensure the safety of your child and also give you an opportunity to complete a student information card for you to provide a list of who can and cannot pick up your child. **Please complete this and keep it up-to-date.**

If your child goes home on any day different from their normal way, you must write a note. Please indicate on the note your child’s first and last name, their teacher’s name, the first and last name of any child they are going home with, specify car or bus rider, the bus number, the address of the student they are going home with, and the date. Sign the note and include a phone number so we may call with any questions. **Unless we have a note from the parent, a child will not be allowed to leave school except as previously established.** This procedure will help ensure that your child is transported from school safely. For the safety of your child, we discourage transportation changes via phone. **School is a very busy place; therefore, transportation changes will NOT be made after 1:00 p.m.**

**Tardies**

Students who arrive to school after 7:40 a.m. will be considered tardy. Parents are to bring students to the office where the student can obtain a tardy slip before going to his/her classroom. Students will not be allowed to enter class without a tardy slip. Please help your child arrive on time. **Please see the Troup County Elementary School Attendance Protocol in the back of this handbook for more information.**

**Early Dismissal**

A request to have a child excused from classes early should be sent with the child on the morning of the day of dismissal with the time and reason included. When possible, medical and dental appointments should be made outside of school hours. A child will be released to someone other than his/her parents **only if the person is on the approved check out list.** NOTE: By law, no school may allow anyone to sign-out a minor child without the permission of the person who enrolled the child as documented on the forms that were completed by the parent or legal guardian at registration. **Any change in that list of persons approved to sign-out the child must be completed in writing by the enrolling person and delivered to school by the enrolling person.** In addition, schools by law are not **allowed to sign-out a minor child if a person contacts the school by phone or note granting permission for the child to be signed out by a person not on the original permission list.**

Identification will be requested if office personnel do not know the parent. This is for the safety of your child. Because of emergencies requiring another person to pick up your child, it is very important that we have current phone numbers to reach parents at all times. Let us know as soon as possible each time your number changes.

**Please see the Troup County Elementary School Attendance Protocol in the back of this handbook for more information.**

**Early Dismissal Due to Illness**

From time to time students become ill while at school. Teachers will monitor the student’s condition and will send the student to the office when they can
no longer remain in the classroom. The secretaries or school nurse will contact the parents if a student needs to be picked up from school. When the parents/guardians pick students up, they need to report to the office and sign the student out. No student will be allowed to leave campus without authorization from office personnel.

Attendance

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 following are valid reasons for school absences:
1. The student is ill, and attendance in school would endanger his/her health or the health of others.
2. Death in student’s immediate family.
3. Celebrating a religious holiday of the faith embraced by the student.
4. Conditions that render attendance impossible or hazardous to student’s health or safety (such as severe weather).
5. Medical, dental or court appointments.
6. Military connection of parent or legal guardian necessitates an absence.

Any other absences are considered unexcused.

Our school is required to report excessive unexcused absences, tardies, and early dismissals to the proper agencies and officials.

Food Service Program

Breakfast will begin on Thursday, August 10, 2017.
All students at Hogansville Elementary School can get a healthy breakfast and lunch at school for no charge in the 2017-18 school year.

What do you have to do?
You do not need money to pay for breakfast or for lunch.
You do not have to complete any applications.
All students wishing to receive breakfast or lunch will still need to enter their student identification number at the register even though there will be no charge.
Free meals for all students will be provided through the Community Eligibility Provision (CEP), which is part of the National School Lunch Program (NSLP) and School Breakfast Program (SBP).
If you have any questions, please contact the School Nutrition Department at 706-883-1588.

Students eating breakfast are to enter the cafeteria between 7:00 and 7:30. Students arriving after 7:30 a.m. will not be permitted to eat unless they are on a late bus.

Master Schedule

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:00</td>
<td>Students may begin to arrive; Breakfast begins</td>
</tr>
<tr>
<td>7:30</td>
<td>Breakfast ends</td>
</tr>
<tr>
<td>7:35</td>
<td>Morning announcements</td>
</tr>
<tr>
<td>7:40</td>
<td>Tardy bell rings</td>
</tr>
<tr>
<td>7:45</td>
<td>Instruction begins</td>
</tr>
<tr>
<td>2:13</td>
<td>Afternoon announcements; Dismissal</td>
</tr>
</tbody>
</table>

General Policies and Programs

Accidents

In the case of a minor injury at school, the student will be administered first aid. In the event of a serious accident, the parents will be notified immediately. If the parents are not available, we will call the emergency number listed on the child’s registration form or Emergency Medical Services.

Assessments

Georgia Milestones Assessment System (GMAS) – Students in 3rd-5th grade will be tested in language arts and mathematics. Students in 5th grade will be tested in science and social studies.

GKIDS – GKIDS is a Kindergarten assessment tool designed to measure student progress on the Kindergarten Georgia Performance Standards in the
areas of literacy, math and social/emotional development during the academic year to determine readiness for first grade. It also provides diagnostic information for teachers to guide instructional practices in the classroom.

Troup County School System Benchmark Tests – Students in 1st-5th grade will take benchmark tests to determine how well they are acquiring the Common Core Georgia Performance Standards. Results will be used to better meet the needs of your child and will be shared with you throughout the year in parent conferences, progress reports, and report cards.

**Boys and Girls Clubs of West Georgia – Hogansville Unit**

The purpose of the BGC Program is to offer a safe after school environment for Hogansville students in grades 1-5 from 2:30 p.m. – 6 p.m. ages 6-12 Monday through Friday. The cost is $75 per student for the year. *Fees are subject to change.* Students are given opportunities to work on leadership, character, physical and academic development. The BGC Program is NOT affiliated with the Troup County School System or Hogansville Elementary School. Please direct ALL inquiries regarding Boys and Girls Club to 706) 884-1391.

**Bring Your Own Device (BYOD)**

The Troup County School System has implemented a BYOD policy. This now means that students and staff may use electronic devices for the purposes of teaching and learning. Please see *Use of Electronic Devices and Technology Letter* and *BYOD Guidelines* in other sections of this handbook. Parents are strongly encouraged to register their child’s device(s) in the event of loss the device may be located.

**Change of Address**

Your child’s safety is of utmost importance to the faculty and staff of Hogansville Elementary. Please notify the school if you have a change in address, telephone number, employment, or emergency numbers.

**Clubs, Organizations, Activities, and Honor Programs**

Hogansville Elementary School is proud to offer many clubs, organizations, activities, and honor programs for students. If you wish for your child to NOT participate in a club, please submit your request in writing to Mr. Bryant at any time. Parents have a right to “opt out” of their children’s participation in clubs, activities, and organizations.

**Academic Team:** (Sponsor – Gary Jones/Celeste Garrett) Team of fourth and fifth graders who compete against neighboring schools by answering questions on a variety of topics. Criteria for participation include teacher recommendation and high score on a random-questions test. Students must be in good standing, complete assignments, attend practices and meets, and exhibit good conduct.

**Art Club:** (Sponsor – Maria Hays) Fourth and fifth grade students will explore art concepts and work on various forms of art.

**Chorus:** (Sponsor – Louis Barnett) Fourth and fifth grade students will participate in an after school chorus.

**Gardening Club:** (Sponsor – TBD)

**Green Team:** (Sponsor – Recycling Committee) The mission of the Green Team is to educate students and the community to reduce, reuse, and recycle so that our students and their children, as well as future generations to follow, can have a wonderful life and enjoy their planet as much as we are enjoying ours. Green Team members will participate in various projects throughout the school year that educate students and the community. Hogansville Elementary is a two-time winner of the J.R. Lewis School Pride Award and two-time winner of the Keep Troup Beautiful School of Excellence Award.

**Honor Waves:** (Sponsor – Pam Pardue) The objective is to motivate and honor good behavior, character, and work ethic in students, and to serve the school and community. Fourth and fifth grade students that work to develop good behavior, character, and a good work ethic will be nominated to be a member of the Honor Waves. Honor Waves will serve as models to their peers as well as serve the school and the community of Hogansville. Students must remain in good academic standing with passing grades in all subjects.

**Lego Robotics Club:** (Sponsor – Alicia Bilbo) This club will be open to 4th and 5th grade students. More information to come on this exciting new club!

**Math Club:** (Sponsor – TBA) Students may participate in games and activities to reinforce math concepts.

**Media Team:** (Sponsor – April Sandford) Fourth and fifth graders are selected for this team by teacher recommendation and are responsible for putting together and airing our Hogansville Morning News.
School Store: (Sponsor – Gary Jones) Fifth grade Honor Wave students sell school supplies on a daily basis from 7:15 a.m. – 7:40 a.m.

Science Clubs sponsored by A World In Motion (AWIM): “JetToy Challenge” (Sponsor – April Sandford)
This club is open to a maximum of twenty-five 5th grade students.

Writing Club: (Sponsors – April Sandford/Gary Jones) The writers club is for students in grades 4-5 that desire to better their writing skills. Students will engage in activities that produce a love and respect for the craft of writing. The club will publish a spiral bound book that will consist of writing samples from each participating student. Students may be asked to bring their own device (BYOD) to locate and research children’s literature online. The writers club will meet the last Wednesday of each month from 2:30-3:15 p.m.

Other clubs will be formed throughout the year.

Georgia Standards of Excellence

For more information go to www.gadoe.org and click on Offices and Divisions then Curriculum and Instruction. More information may also be found at www.georgiastandards.org.

Cluster Looping

Beginning with the 2016-2017 school year, we adopted a new schedule based on the best practices of the nation’s most rapidly improving elementary schools. Research found that all of these schools’ teachers looped with their students. The basic premise of looping is that teachers and students get to know each other much better when they have one another for multiple years. Strong relationships between the two allow for better teaching and learning opportunities because teachers know the academic and social needs of students better; therefore, being able to meet those needs in a richer way.

Students are placed in teams of K-2nd and 3rd-5th where they rotate between three content specialists (ELA, math, science/social studies) and stay with the same three teachers for three years. A variety of factors are considered when making student placements into clusters. Students may/may not be moved to another cluster depending on these factors. Ultimately, the school’s goal is to have the best possible fit for students and teachers so that students learn and grow as much as possible during their time at Hogansville Elementary.

Conduct and Grading System

Conduct
Excellent (E) – Student always does what is asked of him/her; always respects others; follows all classroom and school rules and procedures.

Satisfactory (S) – Student does what is asked of him/her most of the time; follows classroom and school rules and procedures.

Needs Improvement (N) – Student sometimes does what is asked of him/her and has to be redirected often; may or may not have been referred to an administrator.

Unsatisfactory (U) – Student rarely does what is asked of him/her and requires frequent redirection; has difficulty following classroom rules and has been referred to an administrator.

Grading System
Kindergarten – GKIDS is a reporting tool used to assess the students’ understanding of the Georgia Performance Standards. Formal reporting is four times a year with two parent conferences scheduled to review student performance.

First through second grade – A Standards Based Report Card will be used to assess the students’ understanding of the Georgia Performance Standards. Formal reporting is four times a year with two parent conferences scheduled to review student performance. Traditional grades will be replaced by the following.

1 indicates limited or minimum progress toward achievement of standard.
2 indicates progressing toward meeting the standard.
3 indicates consistently and independently achieves the standard.
X indicates standard is not assessed at this time.
S, P, N for work habits and special areas.

Third through fifth grade – Georgia Performance Standards will be assessed.
A indicates Outstanding (90-100)
B indicates Excellent (80-89)
C indicates Satisfactory (70-79)
F indicates Not Passing (Below 70)
NE indicates Not Evaluated at this time.
S, N, U for participation, conduct, and work habits.

*Academic Principal’s List and Honor Roll will apply to grades three through five only regardless of program placement.
Discipline

A Greenwave is a person of good moral character that works hard, has a good attitude, sets goals, strives to be excellent, and is honest, truthful and loyal. Students that do not adhere to following the Greenwave Expectations will be subject to the consequences outlined in the Hogansville Elementary Discipline Plan.

All students are expected to abide by the Greenwave Expectations found in the front of this handbook. Consequences for misbehavior may include, but are not limited to, time out from activities (recess, etc.), parent phone calls/conferences, time served in ISS (in school suspension), loss of field trips or other special programs and activities, and/or OSS (out of school suspension).

Dress Code

Administrative Regulation Descriptor Code:  
JCDB-R (1)  
Student Dress Code

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

GUIDELINES
Students should adhere to the following guidelines:
1. Pants must be worn at the waist, with or without a belt. “Busting slack” is not allowed. Students should not have to hold pants up while walking.
2. Shorts, skirts, and dresses are permitted but must be of appropriate length and style. The general rule is shorts and skirts should be no shorter than the tip of the middle finger when arms are extended by the side.
3. Clothing with pictures, writing, and/or symbols promoting gangs, alcohol, sex, tobacco, profanity or suggestive/crude messages is prohibited.
4. Hats/caps, “hoodies,” sweatbands, stocking caps, curlers, ear warmers or sunglasses are not to be worn inside the school building. Bandanas are not permitted at any time.
5. Clothing designed as undergarments or nightwear (pajamas, flannel pants, negligee, etc.) worn as outer garments are unacceptable. This includes “leggings” or tights. If leggings or tights are worn, the outerwear covering these garments must meet the minimum requirements set forth in this dress code (i.e. shorts, skirts, or dresses worn over leggings/tights must meet minimum length requirements).
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: biker shorts, gym shorts, or any type of warm-up that is tight and clings to the body; 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.

School specific examples of what is not allowed include but are not limited to:
1. Low cut or off the shoulder blouses
2. Inappropriately fitted jogging or sweat suits
3. Jellies, flip flop shoes, slides, cleats, and roller skate shoes (Heely’s, etc.)
4. Spaghetti strap shirts, tank tops, midriff blouses
5. Jams or boxer shorts
6. Picks, sweatbands, hats, or headgear
7. T-shirts with inappropriate pictures or writing
8. Mini-skirts or mini-length dresses

Examples of what is allowed include but are not limited to:

1. Shirts should be long enough so when arms are raised no midriff shows.
2. Shirts must have sleeves.
3. Sundresses must be worn with shirts underneath.
4. Shorts and skirts must be closer to the knee than above in length.
5. All pants must be worn at the waist with or without a belt, as needed, so as not to show underwear (bustin’ slack).
6. Shoes should be secured around the foot/heel and shoe laces tied.
7. Heel height should be appropriate for child play at school (2 inches or above are not allowed).
8. If appropriate shoes are not worn for PE or recess, the student will not participate.
9. Parents will be notified if a student wears inappropriate attire.

Field Day
Pre-K through fifth grade will be given an opportunity to participate in field day (weather permitting). Students may miss a portion of field day based on behavior. Students must stay with their class and may not walk around with another class or other siblings. Middle and high school students should not be at field day unless they are helping with the event and have permission from the school principal and field day coordinator.

Fire/Tornado/Code Red Drills
Fire/tornado/code red drills are necessary for the safety of the students, staff and faculty. Everyone should know the specific directions for reaching a point of safety from any area of the school building. Code Red drills are practiced in the event a “Lock Down” is needed.

Gum/Candy
Students are not allowed to chew gum during school hours, nor are they allowed to eat candy, etc., except during parties in the presence of the teacher giving the treat. Because of the choking hazard this presents, students are not allowed to eat hard candy on school buses.

Health Checks
Health checks occur periodically at the school for vision, hearing, and scalp/skin problems. Parents will be contacted when problems are discovered.

Honors Program and Student Recognition
K-5 students will be recognized throughout the year on the morning broadcast, afternoon announcements, classroom celebrations, and quarterly recognition programs.

Student Recognition by Month or Quarter

Grades K-2
Recognition and awards are subject to change each quarter depending on major skills being learned during that period.

Academic Principal’s List (3rd-5th grade)
For a quarter grading period – Students that earn all A’s and all S’s in all subjects will be named to the Academic Principal’s List.

Academic Honor Roll (3rd-5th grade)
For a quarter grading period – Students that earn all A’s and/or B’s and all S’s in all subject areas will be named to the Academic Honor Roll.

Perfect Attendance
Students will be recognized for perfect attendance if they are present every day and have no more than 3 cumulative tardies and/or early dismissals during the year.

Greenwave of the Month
The classroom teacher selects the Greenwave of the month. Everyone is eligible at the beginning of each month. Students are selected based on meeting the following criteria. They have no discipline referrals for the month, have regular attendance, turn in homework, have a positive attitude, model good behavior at all times by being respectful, helpful and courteous, and maintain an S or E in conduct.

Year End Honors
The following student achievement awards will be presented at the end-of-the-year Honors Day Programs:

Academic Principal’s List - For students in grades 3-5 who have a yearly average of all A’s and all S’s in all subjects.
Academic Honor Roll - For students in grades 3-5 who have a yearly average of all A’s and/or B’s and all S’s in all subjects.

Perfect Attendance - For all students who are present every day with no more than 3 cumulative tardies and/or early dismissals for the entire year.

Citizenship - 1 boy/1 girl from each homeroom in grades 1-5 who have an S or F in conduct for each of the four nine weeks grading periods and no disciplinary referrals to the office for the year. These students should have a positive attitude and model good behavior at all times by being respectful, helpful, and courteous.

Academic Subject Awards - For students in each homeroom in grades 3-5 who have the highest numerical average in English Language Arts, Math, Science, and Social Studies. In case of a tie, the award will be given to both students.

Accelerated Reader Awards – Students will receive an AR participation certificate for meeting grade specific criteria

Art - For the outstanding art student in each homeroom in grades 1-5.

Music - For the outstanding music student in each homeroom in grades 1-5.

Physical Education – For the outstanding boy and girl in each homeroom in grades 1-5.

Hogansville Elementary Greenwave Student of the Year Award – Presented to one 5th grade student who best exemplifies the Greenwave character traits of honesty, truth, and loyalty.

Immunization Certificate

The Georgia General Assembly requires that all school children have an up-to-date record of immunization on file at the school. New students to Troup County Schools will have a new immunization form #3231. Students not having this form on file after having 30 days to complete it will be withdrawn from school and required to reenter through the Office of Student Assignment once the form is completed.

Lost or Exchanged Articles

Students should not bring valuable articles to school. The school cannot be responsible for lost items. Students should not exchange articles with other students. Please put your child’s name in coats, jackets, caps, book bags, etc. Students will not be issued new textbooks or library books until retribution is made for the lost item.

Medication

Ideally, parents should administer medication at home. However, if children are unable to attend school without medication(s) for treatment of injuries, illness or chronic conditions, the following procedures must be followed.

- The parent should bring all prescription and non-prescription medication to the school. All prescription medicine must be contained in the original prescription bottle, properly labeled by the pharmacist with the following information:
  - Name of the patient
  - Name of the physician
  - Name of the pharmacy
  - Doctor’s order of administration

- The parent must fill out a permission form before medication can be administered.

- Forms are available in the office as needed. The administration of medication will be supervised by the principal designee at the school.

We are prohibited from administering any medication to students unless the above procedure has been followed.

Parent/Student/Teacher Conferences

One of the keys to an effective learning environment is open communication between school and home. Parents are urged to contact the school whenever the need arises. Teachers may be contacted by note or telephone. If you call during the instructional time of the day, the office will be glad to give the teacher a message to return your call in order to set up an appointment. If you wish to schedule a conference with your child’s teacher, please call ahead and make an appointment. Parent/teacher conferences will also be scheduled during the school year by the teacher to report on your child’s progress. Please make every effort to attend these conferences.

Parties

Three (3) class parties are scheduled during the year (Christmas, Valentine’s, and End of the Year).

Teachers will contact parents to serve as helpers for these parties. Parents are encouraged to wait until contacted before sending any food items to school.

Pre-Packaged foods in schools:

Troup County Schools welcomes parental involvement in organizing class parties and special events. These festive occasions often include snacks
for students to enjoy. Due to food safety concerns and special dietary needs of some students, all snacks distributed for classroom parties or special events must be pre-packaged and display ingredients. This applies to beverages as well. Thank you for helping us keep our children safe.

Alimentos preenvasados en las escuelas:

Escuelas del condado de Troup acoge participación de los padres en la organización de partidos de clase y eventos especiales. Estas festividades incluyen a menudo bocados para que los estudiantes disfruten. Debido a las preocupaciones de seguridad de los alimentos y las necesidades nutricionales particulares de algunos estudiantes, todos los aperitivos distribuidos para fiestas o eventos especiales en el aula debe ser ingredientes preenvasados y la pantalla. Esto se aplica a las bebidas también. Gracias usted por ayudarnos a mantener a nuestros niños seguros.

Signed Papers

Teachers will grade assignments on a regular basis. Graded papers will be sent home weekly along with a newsletter and other notices on every Tuesday of each week. Parents should review the folders with their child, sign, and return them to their child’s teacher the following day. By reviewing the child’s work, a minor problem may be identified and solved before it becomes a major problem.

Telephones

Students will only be allowed to use the phone in cases of an emergency. Students will not be allowed to call parents to bring homework, signed papers or to get permission for field trips, etc.

Toys/Radios

Students should not bring items that distract from the learning environment. These items will be taken up by the classroom teacher. Parents will be contacted to pick up these items.

Use of Electronic Devices by Students – Board Policy JCDAF

Students shall be permitted to bring to school electronic communication devices, including smart phones, cellular phones, tablets and e-Readers, hereinafter referred to as electronic devices. The use of electronic communication devices is a privilege the Board extends to students and may be revoked for failure to comply with regulations as set forth in Board Regulation IFBG-R - Computer, Network, Internet, Electronic Communications, and Social Media Acceptable Use. Students will use the devices for educational purposes under the direction of the school administration. Photographing, audio recording or videotaping by any means of another student or staff member is strictly prohibited while on school system premises without the consent of the student or staff member. These prohibitions include all emergency situations unless the student is directed to use the phone or electronic device by a Troup County School System employee or other official. Students who violate this policy and the associated regulations shall be deemed to have created a disruption to the instructional environment and are subject to disciplinary action.
Students shall be prohibited from using any electronic devices during the operation of a school bus, including but not limited to cellular phones, pagers, audible radios, tape or compact disc players without headphones, or any other electronic device in a manner that might interfere with the school bus communication equipment or the school bus driver’s operation of the school bus.

The Superintendent and administrative staff shall develop rules for enforcing this policy and include them in the student handbook.

Students and their parents/guardians shall be personally and solely responsible for the security of their phones and other electronic devices. The Troup County School System shall not assume responsibility or liability for the theft, loss or damage to a phone or other electronic device, nor does it assume responsibility for the unauthorized use of the device.

**Video Surveillance**

The Troup County Board of Education - Board Policy JG(1) – authorizes the use of video cameras on district property to ensure the health, welfare, and safety of all staff, students, and visitors to district property, and to safeguard district facilities and equipment. Video cameras may be used in locations as deemed appropriate by the Superintendent.

The district shall notify staff and students through student/parent and staff handbooks that video surveillance may occur on district property.

Students or staff in violation of board policies, administrative regulations, building rules, or law shall be subject to appropriate disciplinary action. Others may be referred to law enforcement agencies. Video recordings may become a part of a student’s educational record or a staff member’s personnel record. The district shall comply with all applicable state and federal laws related to record maintenance and retention.

**Visitors**

We welcome parents to visit the school often by eating lunch with their children, observing their child in classrooms, and volunteering to help with school activities. Our doors are always open. However, under Board Policy KM, 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. After obtaining approval to visit a classroom, parents and visitors must sign-in at the front office, obtain a visitor’s pass before going to a classroom, and sign-out when leaving the school.

If you would like to visit your child’s classroom, contact the office. A new face in the classroom can be distracting to the students; therefore, you may schedule an observation in the classroom for up to 30 minutes. We only ask that you not disrupt classes to talk to teachers while instruction is taking place. If you prefer to have a conference with your child’s teacher, please contact the teacher after school to set up the appointment. A parent should not go to the classroom during school hours without proper authorization from the principal or his designee. Such a visit is not an appropriate time to hold a conference with the teacher. Your child’s teacher will be glad to set up conferences with you to discuss any matters or will call you after students have left for the day.

Teacher conferences must be scheduled in advance to ensure that the instructional day is protected.

Thank you for your understanding and support of the school’s safety protocol.

**Volunteers**

If you are interested in becoming a volunteer, please call 812-7990 and ask to speak with Mrs. Melanie Baswell, Title I Family Support Specialist. Anyone having direct contact with students in an unsupervised setting is required to have a criminal history record check through the Troup County Sheriff’s Department.

**Weapons**

Students should not bring any object to school classified as a weapon. Students breaking this rule will be subject to the Troup County School System Code of Student Conduct policies.

**Withdrawals**

If you are moving to another zone within Troup County or completely out of the Troup County School System, please notify the office as soon as possible so that we can have the appropriate paperwork completed for you to take with you.
**Troup County School System Required Information and Notices**

**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.

**Board Policy**

**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.

Date Adopted: 7/1/2001
Last Revised: 7/15/2010

**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 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 Bret Bryant, Principal at 706-812-7990.

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

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

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

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

**Title I School Program**

Hogansville Elementary School is a Title I School and participates in the Title I Systemwide Program. Title I is the largest federal education program that provides assistance to schools. Title I funds are used to provide supplementary services and resources for our schools. Title I focuses on improving teaching and learning for students. Hogansville Elementary School is responsible for developing a Schoolwide Improvement Plan seeking input from parents, students, community members, and the faculty. Please review the Hogansville Elementary School Parent and Family Engagement Policy that is included in the handbook. Please feel free to offer suggestions or ideas for ways to improve our parent policy. A copy of the entire Schoolwide Improvement Plan is kept in the school office/Parent Resource Center. This plan is available to parents upon request. Parents will learn more about our Title I program at our Title I Annual Meeting. Everyone is invited to attend. The calendar in the handbook will include these dates.

**Written Parent and Family Engagement Policy**

Parents of Title I, Part A children should be notified of the system-level and school-level written parent and family engagement policies. Annually, schools should involve parents and the community in the revision of the school’s compact, written parent and family engagement policy, and the School Improvement Plan. These revised plans should be shared with all stakeholders.

**Student Achievement**

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

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

Annual Meetings

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

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

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

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.

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.

Troup County School System
Code of Conduct
For Elementary School

CODE OF CONDUCT
Preventing Students to Excel

Students should believe in the value of:
HONESTY
Honesty is to be sincere and truthful.
SELF-CONTROL
Self-Control is to control your actions and behavior.
RESPECT
Respect is to feel or show honor for the feelings and rights of others.
RESPONSIBILITY
Responsibility is to carry out a duty or task carefully.

The application of these four qualities of good citizenship will foster a better learning environment for students in the Troup County School System. Students will apply these qualities to school authorities, fellow students and themselves.

TROOP COUNTY STUDENT BEHAVIOR AND DISCIPLINARY PROTOCOL ELEMENTARY SCHOOLS

The Troup County Board of Education strongly believes that appropriate behavior and conduct for 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 are designed to guide all students in the exercise of their duty of appropriate behavior. These rules are effective during the following times and in the following places:
• on school grounds during and immediately before are immediately after school hours or off school grounds while en route to or from school.
- on school grounds at any other time when the school is being used by a school group.
- off school grounds at a school activity, function, or event.
- on route to and from school on a school bus or other school vehicle or while waiting off school grounds for a school bus to transport a student to or from school or a school activity.

Parents/Guardians may request a copy of the Classification of Violation and Disciplinary Actions from the school office or scan the QR code for a direct link to the web page.

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**Board Policy**

**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.

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

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**Board Policy**

**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's social security or school student identification numbers;
4. Each student's home address; and
5. Each student's date and place of birth.

C. Procedures for Obtaining Access to Student Records

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

Generally, a parent will be permitted to obtain a copy of 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.

Date Adopted: 7/1/2001 Last Revised: 4/21/2016

REPORTING Instances OF Alleged INAPPROPRIATE BEHAVIOR BY TEACHERS, ADMINISTRATORS OR OTHER SCHOOL EMPLOYEES TOWARDS STUDENTS

Students wishing to report instances of alleged inappropriate behavior by teachers, administrators or other school employees towards a student shall do so utilizing the process established by the Georgia Professional Standards Commission and implemented by the Troup County Board of Education. This shall not prohibit students from reporting the incident to law enforcement authorities. Students are prohibited by Georgia law and Troup County Board of Education policy from and may be disciplined for falsifying; misrepresenting or erroneously reporting incidents of alleged inappropriate behavior by school personnel.

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.

Date Adopted: 7/1/2001
Last Revised: 1/20/2011

**TROUP COUNTY SCHOOL SYSTEM RESIDENCY POLICY**

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

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

1. An Affidavit of Residence;

2. One item from the following list for address verification:
   a. property tax records which indicate the location of the residence;
   b. property deed, mortgage documents or a security deed which indicates the location of the residence;
   c. apartment or home lease or rent receipt indicating the current address;
   d. current utility bill for electricity or utility application for electricity showing the current address;

3. Current driver’s license (if no current driver’s license, a current Georgia voter precinct identification card or other voter documentation indicating the current address).

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

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

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

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

**Administrative Regulation**

**Descriptor Code: IFBG-R**

**Internet Acceptable Use**

**Computer, Network, Internet, Electronic Communications, and Social Media Acceptable Use**
Computer network use is governed by federal and state laws which specify punitive legal actions that can be taken, as well as terms of imprisonment and/or financial fines that may be imposed by the courts for conviction of computer-related crimes. The State of Georgia has passed laws which govern the use of computers and related technology. Article 6 of Chapter 9 of Title 16 of the Official Code of Georgia Annotated, known as the Georgia Computer Systems Protection Act specifically forbids computer misuse and abuse. Excepts are as listed below:

**Computer Fraud and Abuse**

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

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

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

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

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

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

1. Accessing, sending, creating, or posting materials or communications that are damaging to another person's reputation, abusive, obscene, sexually oriented, threatening, demeaning to another person's gender or race, harassing, or illegal.
2. Violating any local, state or federal statute.
3. Vandalizing, damaging, or disabling the computer and/or related equipment of any individual or organization.
4. Using the school's computer hardware or network for illegal activity such as copying software or violation of copyright laws.
5. Making illegal copies of software on any school's computer or computer network.
6. Copying or downloading copyrighted software for one's own personal use.
7. Violating copyright or otherwise using the intellectual property of another individual or organization without permission.
8. Using the network for private financial or commercial gain.
9. Loading or using any unauthorized software programs on any school's computer or computer network. Examples
include games, public domain, shareware, etc.

10. Intentionally infecting any school computer or network with a virus or program designed to damage, alter or destroy data.

11. Attempting to gain or gaining unauthorized access to network resources.

12. Invading the privacy of other individuals by gaining unauthorized access to their files or documents.

13. Using or attempting to use another person’s user name (User I.D.) or password without authorization. Passwords must be kept confidential and must not be shared by anyone.

14. Posting or plagiarizing work created by another person without their consent.

15. Posting anonymous messages.

16. Using the network for commercial or private advertising.

17. Forging electronic mail messages.

18. Attempting to access, alter, delete, or copy the electronic mail of other system users without authorization.

19. Using the school’s computers, network or Internet link while access privileges are suspended.

20. Using the school’s computers, network or Internet link in a manner that is inconsistent with teacher’s directions and generally accepted network etiquette.

21. Attempting to alter the standard configuration of a computer, a network or any of the resident software on the computer or network within the assigned user environment.

22. Using personal diskettes and personal CDs and/or digital storage devices in school equipment without authorization.

23. Posting/sharing electronic messages that undermine and violate district policies and practices or become detrimental to the health, welfare, discipline or morals of others.

24. Engaging in personal social networking activities during the professional workday.

25. Posting social media and electronic messages or establishing social network sites on behalf of the district or the schools, departments, classes, personnel contained therein, without the consent of the Superintendent or his designee.

26. Violating confidentiality laws that govern student records, health, and select personnel records and information.

27. Storing personal files, photos, data, and other content on school system equipment.

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

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

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

Date Issued: 3/1/2003 Last Revised: 8/7/2013

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.).
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.

Trroup 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.
Internet Access- Students

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

Media Consent Form and Release

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

I hereby CONSENT to have my child photographed, video taped, 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.

Promotion and Retention Policy

Promotion and Placement Requirements of H.B. 1187, Board Policy IHE
The Promotion and Retention Policy is currently under review. Information will be provided at a later date.
Georgia law requires all pupils of school age to be in regular attendance. A student who misses school is not able to benefit from important academic instruction that he or she will need in order to be successful in school and ultimately to be a successful citizen. Pursuant to the Georgia Compulsory Attendance Statute, O.C.G.A. 20-2-690.1, a parent, guardian or other person residing within this state having control or charge of a child (hereinafter referred to as the "Responsible Person") who fails to send his or her child to school may be charged with a misdemeanor. At its discretion, a court having jurisdiction may subject the Responsible Person to a fine not greater than $100.00 and/or imprisonment not to exceed thirty (30) days if found guilty of violating this statute. Each day's absence shall be considered a separate offense as related to the penalty.

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

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

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

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

1. At the beginning of the school year, the Responsible Persons, along with students who are 10 years or older will be asked to sign the Troup County Attendance Protocol and a copy of the signed Protocol will be kept on file at the school.
2. After three (3) unexcused absences, five (5) unexcused tardies, or five (5) unexcused dismissals, the school will notify the Responsible Person of such by phone, letter, or in person to discuss the student’s status. Documentation of this contact will be kept on file at the school ("1st notification"). A conference will be requested with the Responsible Person and the Truancy Notice will be presented and signed and a plan will be developed to improve attendance. Also, if a referral is made to SBRRP and the Responsible Person elects not to participate and there is a subsequent unexcused absence, then an educational neglect complaint shall be filed in the Juvenile Court.
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. 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 seven (7) 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.

Parent/Guardian/Responsible Person’s Signature ___________________________ Date ___________________________

Student’s Signature (if 10 years or older) ___________________________ Grade ___________________________

Student’s Printed Name ___________________________ Revised 08/16
La ley de Georgia requiere que todos los alumnos en edad escolar asistan regularmente. Un estudiante que falta a la escuela no puede beneficiarse de la importante instrucción académica que él o ella necesita para tener éxito en la escuela y en última instancia, a ser un ciudadano exitoso. De conformidad con el Estatuto de Asistencia Obligatoria de Georgia, OCGA y 20-2-690, et. ss., un padre o tutor legal u otra persona que se encuentra en este estado que tiene control o cargo del niño (en lo sucesivo, “la Persona Responsable”) que no envíe a su hijo a la escuela puede ser acusado de un delito menor. A discreción, del órgano jurisdiccional competente el padre o tutor puede ser sometido a una multa que no exceda de $ 100.00 por día, o de reclusión que no excederá de treinta (30) días, o ambas cosas, si es declarado culpable de violar la ley de Asistencia Obligatoria. Cada día de ausencia será considerada como delito autónomo en relación con la pena. El director de la escuela será responsable de la designación de personal para llevar a cabo este protocolo.

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

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

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

1. Al comienzo del año escolar, se les pedirá a los padres o tutores, junto con los estudiantes que tienen 10 años o más que firmen el Protocolo de Absentismo Escolar del Condado de Troup y una copia del Protocolo firmado se mantendrá en archivo en la escuela.
2. Después de tres (3) ausencias injustificadas, cinco (5) tardanzas injustificadas y / o cinco (5) injustificadas salidas temprano, la escuela notificará al padre o tutor por teléfono, carta o en persona para discutir el estatus del estudiante. La documentación de contacto se mantendrá en archivo en la escuela. (1ª notificación). Se solicitará una conferencia con la persona responsable y El Aviso de Ausentismo se presentara y se firmara y se desarrollará un plan para mejorar la asistencia. También si se hace referencia a SBRRP y a la Persona Responsable elige no participar y posterior ausencia sin excusa, entonces una denuncia de negligencia educativa será presentada en el Tribunal de menores.
3. Después de cinco (5) ausencias injustificadas, tardanzas siete (7) o más sin justificación, y / o siete (7) o más salidas temprano sin justificación, la escuela notificara a la Persona Responsable por escrito (2ª notificación) de dicha ausencia y requerirá que la Persona Responsable firmar el Aviso Absentismo Escolar si no lo a echo.
4. Si dos (2) intentos razonables para notificar a los padres o tutor legal de ausencias, tardanzas y / o salidas tempranas no producen respuesta, la escuela enviará el Aviso Absentismo de los padres o tutores por correo certificado, con acuse de recibo. En su caso, una lista de los nombres de estos estudiantes será remitida al correspondiente Consejero Escolar, Asistente Familiar, Administrador o Designado.
5. Salvo en circunstancias extraordinaria se encuentra en la discreción de la escuela sobre la ocurrencia de la primera falta injustificada, tardanzas injustificadas, o salidas temprano sin justificación, sigue la segunda notificación; la ley será notificada.
6. Si se cumplen los intentos anteriores con el continuo incumplimiento por parte de los padres o tutor legal de un niño entre las edades de 6-16 como se evidencia por las ausencias continuas, la escuela podrá comunicarse con la policía. En cualquier momento durante el año el progreso académico de los estudiantes se ve afectado por continuas ausencias que la escuela puede proceder con un cargo de privación ocasional a la Corte Juvenil
7. Después de siete (7) o más ausencias, puede elegir la escuela, como una alternativa a enviar una solicitud de orden, o además presentar una denuncia por negligencia educativa o Un Nino en Necesidad de Queja de Servicios.
8. Contacto del padre o tutor, o la información de cumplimiento de la ley será proporcionada a la escuela y se archivará en esa escuela.

Firma de Padre/Tutor/Persona Responsable
Fecha

Firma de Estudiante (si es mayor de 10 años)
Grado

Nombre de Estudiante Imprimido
Revisado 08/16
What is Family Engagement?

Family Engagement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring:

(A) That parents play an integral role in assisting their child’s learning.
(B) That parents are encouraged to be actively involved in their child’s education.
(C) That parents are full partners in their child’s education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child.
(D) The carrying out of other activities, such as those described in section 1116 of the Every Student Succeeds Act (ESSA).

About the Parent & Family Engagement Policy

In support of strengthening student academic achievement, the Troup County School System (TCSS) has developed this parent and family engagement policy that establishes the district’s expectations for meaningful family engagement and guides the strategies and resources that strengthen school and parent partnerships in the district’s Title I schools. This plan will describe TCSS’s commitment to engage families in the education of their children and to build the capacity in the Title I schools to implement family engagement strategies and activities designed to achieve the district and student academic achievement goals.

When schools, families, and communities work together to support learning, children tend to do better in school, stay in school longer and enjoy school more. Title I, Part A provides for substantive family engagement at every level of the program, such as in the development and implementation of the district and school plan, and in carrying out the district and school improvement provisions. Section 1116 of the Every Student Succeeds Act (ESSA) contains the primary Title I, Part A requirements for schools and school systems to involve parents and family members in their children’s education. Consistent with Section 1116, the TCSS will work with its Title I schools to ensure that the required school-level parent and family engagement policies meet the requirements of Section 1116(b) and each include, as a component, a school-parent compact consistent with Section 1116 (d) of the ESSA.

Jointly Developed

During the district meetings in March, the Parent Advisory Council and all parents were invited to participate and provide suggestions and ideas to improve this district policy for the 2017-2018 school year. The district used flyers, telephone message systems and district/school websites, informing parents about the meetings. During the meetings, parents also reviewed and discussed the Comprehensive LEA Improvement Plan (CLIP).

Upon final revision, the district parent and family engagement policy was incorporated into the CLIP which was submitted to the state. Parents are welcome to submit comments and feedback regarding the policy at any time on the school’s website or by submitting written comments to their child’s school.

The district parent and family engagement policy is posted on district and school websites, printed in Parent/Student handbooks each year, and made available in the schools’ Parent Resource Centers.
Strengthening Our Schools

This year, the district Parental Engagement Coordinator (PEC) will provide assistance and support to all Title I schools to ensure family engagement requirements are being satisfied and that family engagement strategies and activities are being implemented. Title I schools will receive regular notifications and resources from the district PEC to help them improve and strengthen family engagement. In addition to frequent communications and school visits, the PEC will hold monthly district meetings and trainings with Title I schools’ principals/administrative teams to review family engagement plans and activities.

Reservation of Funds

The TCSS will reserve one percent from the total amount of Title I funds it receives in FY18 to carry out the parent and family engagement requirements listed in this policy and as described in Section 1116 of the ESSA. Furthermore, the TCSS will distribute 90 percent of the amount reserved to Title I schools to support their local-level family engagement programs and activities. The district will provide clear guidance and communication to assist each Title I school in developing an adequate family engagement budget that addresses their needs assessment and parent recommendations.

Each Title I school will survey parents and host an annual School Improvement Forum for suggestions on how the family engagement set-aside funds will be used in the upcoming year at the district and school-level. Survey results and stakeholder input forms from the forums will be reviewed by the district to determine areas of need for the upcoming school year and consider changes to the family engagement budget.

Opportunities for Parent Consultation

Input and suggestions from parents and family members are an essential component of the district and school improvement plans that are developed each year. All parents of students eligible to receive Title I services are invited to attend the meeting opportunities described in this section to share their ideas and suggestions to help the district, schools, and students to reach our student academic achievement goals.

Fall School Open House Meetings • Fall of 2017

Each Title I school will host a parent meeting at the beginning of the school year to share about Title I and to seek parent input on School Parent Compacts. These important documents are revised annually by students, parents, and teachers together. They are reviewed throughout the year, as well.

District Improvement Forum • Spring of 2018

All parents are welcome to hear the latest updates from the Troup County School System as well as review and provide input into the district Parent and Family Engagement Policy and the Comprehensive LEA Improvement Plan (CLIP) for the 2018-2019 school year. Notices regarding this meeting will be made available to all parents in advance of the meeting. The district will also communicate information regarding this meeting on the school and district websites.

School Improvement Forums • Spring of 2018

Each Title I school will host a forum for parents to participate in discussions to review the schoolwide plan, the school Parent and Family Engagement Policy, as well as provide input on the family engagement budget and family engagement program. Each Title I school will send a flyer home to parents notifying them about the date and time of the forum.

Information regarding the School Improvement Forum will also be made available on each Title I school website and in weekly classroom newsletters.

Parent input on the use of Title I funds to support parent and family engagement programs may also be provided through the annual district survey. The survey will contain questions related to the parent and family engagement budget as well as a section for parents to provide their comments.

Building School and Parent Capacity

The TCSS will work with its Title I schools to provide assistance to parents in understanding state and district academic information connected to their children’s learning and progress, as well as information regarding the Title I program. Under
the district's direction, each Title I school will host a minimum of three parent workshops that are academic in nature. The dates and locations for these workshops will be posted on the school's website, shared through each Title I school’s newsletters, and sent home as flyers in Tuesday folders.

The TCSS will provide helpful parent links on the district website and ensure that the Title I schools' websites contain resources and materials to help parents work with their children at home.

The TCSS will coordinate and integrate the district parent and family engagement programs with other programs such as: Exceptional Educational Program, Twin Cedars Youth Services (Ault Academy), Troup BELL, Success By Six, and others. We will promote school readiness by collaborating with the Head Start program and other state funded preschool programs in the district as part of a community collaborative that will meet multiple times during the year. In the spring, the elementary schools will host Kindergarten Transition days so parents may tour the schools and receive information to help them and their children prepare for kindergarten. The TCSS will also coordinate with community programs to ensure that parents are informed about available resources.

To ensure that information related to parent programs, meetings and other activities is available to all parents in an understandable and uniform format, each Title I school will send home a calendar of events with information for parents at the beginning of the year. Parent notifications and resources will be sent home in parents’ native language, where applicable, and interpreters will be available at parent events and meetings when requested. Information posted on the district website will be translated to the extent practicable. The district will also utilize school telephone systems, school websites, local news media, and other school message systems to post information for parents. The TCSS will educate teachers, pupil services personnel, principals, and other staff on how to reach out to, communicate with and work with parents as equal partners and on implementing programs to build ties between parents and schools. The TCSS will also provide information for appropriate school staff and faculty that will focus on creating welcoming environments and improving two-way communication with families. In addition, the Parental Engagement Coordinator will provide opportunities for visits to each Title I school to review and discuss parent and family engagement requirements and initiatives.

The TCSS has established a districtwide Parent Advisory Council (PAC) comprised of parent representatives from each Title I school to provide advice on all matters related to parent and family engagement in Title I, Part A programs. The district will also encourage collaboration and participation with community partners as part of the PAC.

The TCSS works hand in hand with community organizations, including faith-based organizations, to share parent and family engagement activities and to increase the knowledge base in our community of the importance of family engagement for our students.

**Upcoming Dates:**

**FOR PARENTS**

**Monthly Parent Advisory Council Meetings**
Dates posted on school websites
Administrative Services Center

**National Parent Engagement Month**
November, 2017** Check the website for special ways to get involved!

**Annual Parent Survey**
March-May, 2018

**District Improvement Forum**
March, 2018
Administrative Services Center

**School Improvement Forums**
March-May, 2018
Local School Sites

If your schedule does not allow you to attend the meetings, feel free to request copies of the minutes by emailing kennedysn@troup.org

**FOR SCHOOLS**

**New School Year Site Training** August, 2017

**Principal Meetings**
Monthly-Administrative Services Center

**Family Liaison Meetings**
Monthly-Administrative Services Center
Parent & Family Engagement Evaluation

Each year, the TCSS will conduct an evaluation of the content and effectiveness of this parent and family engagement policy and the family engagement activities to improve the academic quality of the Title I schools through an annual parent survey and the School Improvement Forums.

Beginning in March, each Title I school will send home a survey for parents to provide valuable feedback regarding the parent and family engagement activities and programs. These surveys will also be posted on the school websites for parents to complete. In addition to the annual survey, each Title I school will also use the School Improvement Forum to facilitate group discussions to obtain input from parents of children eligible to receive Title I services and to design strategies for more effective parent and family engagement.

The TCSS will use the findings from the school forums and the survey results to design strategies to improve effective parent and family engagement, to remove possible barriers to parent participation, and to revise its parent and family engagement policies.

Accessibility

In carrying out the parent and family engagement requirements established by Section 1116 of the ESSA, the district Parental Engagement Coordinator will communicate and collaborate with the Office of Student Assignment and other support services to ensure full opportunities for participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children including providing information and school reports in a language parents can understand when feasible.

Development

This district parent and family engagement policy has been developed jointly and agreed upon with parents and family members of children participating in Title I, Part A programs as evidenced by the collaboration of parents, school, and district personnel at the annual district meetings.

Final revisions to this policy were made on March 28, 2017. The policy will be in effect for the 2017-2018 academic school year. The school district will distribute this policy in multiple ways to all parents of participating Title I, Part A children during the first weeks of school.
The Parent Acknowledgement/Consent Form verifies that you have received the Student Handbook with the required documents, notices, administrative regulations and protocols. Your initials and signature below indicate that you agree to the specified regulation or protocol.

Internet Use
I have read and understand the regulations in the Troup County School System Administrative Regulation Acceptable Use Form. As a parent/guardian of a minor, I understand that by signing this form, I give my child permission to use the internet and other online resources. I further understand that violation of the regulation is unethical and may constitute a criminal offense.
Initial, if you agree for your child to use the internet.

Media Release
I have read and understand the Media Consent Form and Release. There are times throughout the year when your child will be recognized for outstanding work, class projects or other items of interest to the general public. At such times, the newspaper or other media are invited to photograph, video, and/or identify participating students and publish images produced by students.
Initial, if you agree to allow your child’s picture, class project, art work, etc...to be published by local, state, or national media.

Attendance Protocol – Absences, Tardies, Early Dismissals
I have read and understand the Troup County Attendance Protocol. I understand that Georgia law requires all pupils of school age to be in regular attendance. I also understand that the law requires parents or guardians to see that their children attend school, and it provides penalties for failure to do so. Penalties include but are not limited to fines or imprisonment. I understand that when my child is absent, I am responsible for sending a written excuse and/or a doctor's excuse the day he/she returns to school.
Initial if you read, signed and understand the Attendance Protocol.

Mentoring and Tutoring for Elementary Students
Through partnerships with community and civic organizations, adult volunteers offer their time at Troup County Schools to serve as mentors and tutors. Classroom teachers and administrators identify students who may benefit from additional instruction time in a small 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 are screened through background checks with the Troup County Sheriff’s Department.

Initial, if you give permission for your child to be tutored or mentored by a volunteer.
Initial, if you have received a list and description of Student Organization - Clubs.
Initial, if you have received a 2017-2018 Parent-Student Handbook including the following Title I and Title II components: a calendar of events, a revised copy of the TCSS and our school’s Parent and Family Engagement Policies, Compliant Procedures and the Parental Rights Page.

_________________________________            ___________________________________
Parent/Guardian Name (Please Print)        Parent/ Guardian Signature

__________  Grade ________  ___________
Student Name  Date