

**TREUTLEN MIDDLE/HIGH SCHOOL  
2018-2019  
6-12  
CODE OF CONDUCT  
&  
STUDENT HANDBOOK  
7892 GA HWY 29 N  
Soperton, GA 30457**

**Phone: (912) 529-7131  
Fax: (912) 529-6831**

**This agenda belongs to:**

**Name** \_\_\_\_\_  
**Address** \_\_\_\_\_  
**City/Town** \_\_\_\_\_ **Zip Code** \_\_\_\_\_  
**Phone** \_\_\_\_\_

<b>LOCAL SCHOOL PHONE NUMBERS</b>	
Treutlen Elementary.....	529-7161
Headstart.....	529-3774
Pre-Kindergarten.....	529-7161
<b>Treutlen Middle.....</b>	<b>529-7131</b>
<b>Treutlen High.....</b>	<b>529-7131</b>



**CODE OF CONDUCT**

After reading this document with your son(s) and/or daughter(s), sign, detach, and return this form to your student’s homeroom teacher.

Please print.

Student’s Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Homeroom Teacher: \_\_\_\_\_

\*\*\*\*\*

**Code Section 20-2-736 – Regarding School Clubs and Organizations**

I have reviewed the School Clubs listing in the Appendix, and **I DO NOT WANT** my son/daughter to participate in the clubs listed below:

\_\_\_\_\_  
\_\_\_\_\_

\*\*\*\*\*

**If you wish to eliminate Internet access for your child at school, you must check below.**

**I have reviewed the Internet Policy, Procedures, and Agreement and**

**\_\_\_\_\_ DO NOT WANT my son/daughter to have Internet Access at school.**

\*\*\*\*\*

**Parents:**

**Please read and discuss the Code of Conduct & Student Handbook with your son/daughter.**

**I have read and do understand the 2018-2019 Code of Conduct & Student Handbook which includes the Internet Policy, Procedures, and Agreement and the Georgia Compulsory School Law. I have also discussed the contents of this handbook with my son/daughter.**

\_\_\_\_\_  
**Parent’s Signature**

\_\_\_\_\_  
**Date**

**Students:**

**I have read (or had read to me) the 2018-2019 Code of Conduct & Student Handbook, including the Internet Policy, Procedures, and Agreement and the Georgia Compulsory School Law.**

\_\_\_\_\_  
**Student’s Signature**

\_\_\_\_\_  
**Date**

**Thank you for returning this completed form to your student’s homeroom teacher within one week of receiving the 2018-2019 Treutlen County Code of Conduct & Student Handbook.**



## School Year 2018-2019

Treutlen Middle/High students and parents:

We are excited about the many opportunities for success a new school year offers. We strongly encourage our students and parents to read the **2018-2019 Code of Conduct and Student Handbook**, as there have been several changes (including the dress code and cell phone policies). We expect students to comply with the rules and policies outlined in their handbooks. The handbook is used as a guide by which students are held accountable for the positive or negative choices in which they make. Our goal is to provide opportunities and support for our students that will enable them to graduate from high school and become productive citizens regardless of their college or career path.

It is of utmost importance that our students participate in any of the range of academic, athletic, and extracurricular opportunities so that they can further develop skills that will increase the likelihood of success at TMHS and beyond. We encourage our parents to visit the school and become partners in their student's success.

We appreciate your cooperation and support in allowing the staff at TMHS to create a successful learning environment for your child! Please do not hesitate to contact your child's teacher and/or administrator, as it is best to be proactive in regards to your child's education.

Forrest Edge  
Principal

# TREUTLEN COUNTY SCHOOL CALENDAR 2018-2019

July 26- 31.....	Pre-planning for Teachers
August 1 .....	First Day for Students
September 3.....	<b>Student/Teacher Holiday</b> (Labor Day)
September 14.....	Early Dismissal, Parent Conferences
October 5, 8 .....	<b>Student /Teacher Holiday</b>
November 19-23 .....	<b>Student/Teacher Holidays</b> (Thanksgiving)
December 12-14 .....	Exam Days (Early Dismissal 1:00)
December 17-18.....	Staff Workday/Student Holiday
December 19 – 31.....	Christmas Holidays
January 1-2.....	New Year’s Holidays
December 14 - January 3.....	<b>Student Holidays</b> (Christmas)
January 3.....	<b>Professional Development</b> (In-service)
January 4.....	Classes Resume for Students
January 4.....	Beginning of 2 <sup>nd</sup> Semester
January 21.....	<b>Student/Teacher Holiday</b> (MLK Holiday)
February 15.....	Early Dismissal, Parent Conferences
February 18.....	<b>Student/Teacher Holiday</b> (Presidents’ Day)
March 15.....	<b>Teacher Workday</b>
March 18.....	Staff/Student Holiday
April 1-5.....	<b>Student/Teacher Holidays</b> (Spring Break)
May 20-22 .....	Exam Days (Early dismissal 1:00)
May 22.....	Last Day of School for Students
May 26.....	Graduation
May 23-24 .....	Post Planning

### **District Mission Statement**

The mission of Treutlen County Schools is to empower students to strive for academic excellence, graduate from high school, and become successful life-long learners prepared for the world of work.

### **Treutlen County District Vision**

We will become the premier rural school district in Georgia.

### **Treutlen PK – 12 School Vision**

It is the vision of TES/TMHS to prepare our students for success through quality instruction in a safe and caring environment.

### **Treutlen PK-12 School Belief Statement**

It is the belief of TES/TMHS that:

- Every individual deserves to be treated with fairness, respect, and understanding.
- Every individual deserves to be allowed to express his/her opinion.
- Every individual should have access to resources that enhance learning.
- Every individual should experience success.
- Every individual deserves to feel loved.
- No one can do everything, but everyone can do something.
- Everyone deserves an environment that is conducive to learning.

### **STUDENT RESPONSIBILITIES**

*A responsibility is an obligation one has to ensure that the rights of all are protected.*

1. To attend all classes daily and be on time. Students have the responsibility to pursue and complete courses of study prescribed by state and local authorities and to select electives based on interest and need. Students also have the responsibility to protect the rights of others to study and learn.
2. To attend classes with the books and materials necessary to participate in classroom activities. A teacher should not have to delay instruction because a student comes to class unprepared to begin work. Students who are not ready to work interfere with the rights of others.
3. To obey school rules and personnel. Students have the responsibility to behave appropriately and lawfully to ensure a proper learning environment.
4. To see that correspondence to parents/guardians reaches home.
5. To express opinions in a respectful manner that will not be malicious or slanderous. Vulgar or profane expressions or gestures are prohibited. No form of expression shall interfere with the right of others to express themselves or with the conduct of school, classroom, and school sponsored activities.
6. To ensure that no substance, object, or material prohibited by law or school board policy, is permitted on school property. Lockers, which are school property, and vehicles parked on the campus may be searched if school officials have reasonable suspicion. All bags and/or containers of any type are subject to search. Because the use of iPods, game systems, lasers and similar electronic devices interfere with others' learning, they are prohibited in school and will be confiscated. Treutlen County Schools/District will not be responsible for conducting investigations or replacing/reimbursing costs of any lost or stolen prohibited items.
7. To accept responsibility for his/her personal behavior.
8. To achieve high academic standards and complete assignments to the best of their ability.
9. To not have medication in their possession.
10. To obey rules for bus safety.
11. To leave all food and drinks in the lunchroom.
12. To leave candy and gum at home.

***In addition to the above responsibilities, THE FOLLOWING RULES MUST BE FOLLOWED:***

Firearms and anything that can be portrayed as a weapon or hazard to the safety of others such as: knives, matches and/or lighters, razor blades, fire crackers, bullets, other ammunition, etc., are not to be brought on school property. Plastic knives, guns, and other look-a-likes are considered weapons.

Any possession or use of smokeless tobacco and/or inhalants, intoxicating beverages, drugs, and/or anything that can be portrayed as a drug is strictly prohibited on school property.

- Students shall not steal or attempt to steal.
- Students shall not intimidate, sexually harass, assault, or threaten others or use abusive or profane language or gestures.
- Students shall not commit acts that cause disruption to learning opportunities and/or threaten safety.
- Students shall not engage in trespassing including, but not limited to, being on campus if suspended, entering unauthorized areas of campus, and accessing unauthorized areas of the computer or Internet.
- Students shall not sell any items for profit for themselves, for others, or for organizations outside the school while on school property. (Requests of this nature will be handled in accordance to the local Flyer Procedures for the school district.)
- Students are not allowed to copy another's work and submit it as their own.
- Students may not secure answers from others or provide answers for others.

**ACADEMIC ACHIEVEMENT:**

**Grading System:**

Grades for students in Middle/High School are reported numerically. The Treutlen Middle/High School Grading System is as follows:

A =	90 – 100
B =	80 – 89
C =	70 – 79
F =	69 and below

**Grading Policy**

**THS** will utilize a 3-2-1 grading policy.

Test grades will be recorded three times, quiz grades will be recorded two times, and daily grades will be recorded one time. At the teacher's discretion, project grades will be based on the amount of time and skills needed for students to complete the project(s).

**TMS** will utilize a 2-1-1 grading policy

Test grades will be recorded 2 times. Daily grades, homework and other assignments will be recorded one time. At the teacher's discretion, project grades will be based on the amount of time and skills needed for students to complete the project(s).

**Progress Reports and Report Cards:**

Progress Reports will be sent home every 4½ weeks and should be signed by the parent or guardian and returned to the subject area teacher or homeroom teacher the day after the reports are issued. Report cards will be issued at the end of each nine weeks.

**Star Honor Roll:**

A student must have an overall average of 90 or better with no grade lower than a 90 for his/her name to be placed on the nine-weeks or term honor roll.



**Regular Honor Roll:**

A student must have an overall average of 90 or better with no grade lower than an 85 for his/her name to be placed on the nine-weeks or term honor roll.

**Promotion, Retention, and Placement:**

The placement, promotion, and retention of a student into a grade, class, or program will be based upon the academic achievement of the student as established by the Treutlen County Promotion, Retention, and Placement Policy, IHE, which includes meeting state testing requirements (available at [www.treutlen.k12.ga.us](http://www.treutlen.k12.ga.us)).

**Semester Exams**

Only students who are absent with approved excuses will be allowed to make up the semester exams.

Excuses will be approved for the following:

1. Personal illness of student (doctor's certificate required).
2. Hospitalization or death of immediate family (note from parents required). Immediate family shall be interpreted to mean father, mother, brother, sister, child, husband or wife, grandmother, grandfather, or a relative living in the residence of the student.
3. Participants in school sponsored activity under supervision of school personnel.
4. Extenuating circumstances requiring prior approval of the principal.

Students who are absent for other reasons will receive a zero for the test and will not be given the privilege of taking the test. Students will not be allowed to leave the classroom until the end of the testing period to go to other areas of the school or to leave campus. This is disrupting to students who have not finished their exams and will not be allowed.

**ATHLETES:**

All athletes must abide by the GHSA rules, as well as local and state guidelines.

Players who are members of one sport and quit the team before the end of the season may not practice, participate, or attend practice in another sport until the season for the original sport is completed for that school year.

*EXAMPLE: If a cheerleader quits or is dismissed from the squad between July 1 and October 15, the cheerleader may not participate in softball that year. If a cheerleader quits or is dismissed between October 16 and March 1, the cheerleader may not participate in basketball that year.*

**ATTENDANCE:****TREUTLEN COUNTY STUDENT ATTENDANCE PROTOCOL AND SYSTEM PROCEDURES**

The Treutlen County Board of Education recognizes that appropriate student attendance is critical to the overall quality of each child's educational experiences. In responding to student attendance issues, the Treutlen County School System shall comply with all requirements of state law, State Board of Education rule, and the Student Attendance Protocol that has been developed by the County's Student Attendance Protocol Committee.

**EXCUSED ABSENCES**

It is the policy of the Board to excuse students from school for the following reasons:

1. Personal illness or attendance in school that endangers a student's health or the health of others.
2. A serious illness or death in a student's immediate family necessitating absence from school.
3. A court order or an order by a governmental agency, including pre-induction physical examinations for service in the armed forces, mandating absence from school.
4. The observance of religious holiday, necessitating absence from school.
5. Conditions rendering attendance impossible or hazardous to student health or safety.
6. Registering to vote or voting in a public election, which shall not exceed one day.
7. A student whose parent or legal guardian is in military service in the U. S. armed forces or National Guard, and such parent has been called to duty for or is on leave from overseas

deployment to a combat zone or combat support posting will be granted up to 5 days of excused absences per school year to visit with his or her parent prior to the parent's deployment or during the parent's leave.

8. Any other absence not explicitly defined in this policy but deemed to have merit based on the circumstances as determined by the Superintendent of Schools or his/her designee.
9. The principal may in certain circumstances require students to present appropriate medical or other documentation upon return to school for the purpose of validating that absences are excused.
10. School days missed as a result of out of school suspension shall not be counted as unexcused for the purpose of determining student truancy but shall be counted as unexcused for all other purposes.

**Written Excuses must include:**

1. The date(s) of the absence
2. Student's name
3. Reason for absence
4. Parent or guardian signature

**Students Counted Present**

1. When serving as pages in the Georgia General Assembly.
2. A foster care student who attends court proceedings relating to his or her foster care shall be counted present and shall not be counted absent, either excused or unexcused, for any day or portion of a day missed from school.
3. A student who successfully participates in the Student Teen Election Participant (STEP) program shall be counted present and given full credit for the school day in which he or she served as a volunteer poll worker, up to two days school days per school year.

**UNEXCUSED ABSENCES**

If a student obtains five (5) unexcused absences, the school social worker will send a letter to the parent(s) letting them know that the student has not been attending school regularly. If the absences continue, the school social worker will do a follow-up "certified" letter and a home visit and a referral may be made to other agencies such as DFACS, DJJ, etc. Attendance is important for academic success and students are expected to be at school.

**Grades and Absences**

Final course grades of students shall not be penalized because of absences if the following conditions are met:

1. Absences are justified and validated for excusable reasons.
2. Make up work for excused absences was completed satisfactorily.

**Policies and Procedures to Reduce Unexcused Absences: Notification**

1. The Treutlen County School System shall provide to parent, guardian, or other person having control or charge of each student enrolled in school a written summary of possible school consequences and penalties by failing to comply with compulsory attendance. By September 1 of each school year or within 30 school days of a student's enrollment in the school system, the parent, guardian, or other person having control or charge of such student will be asked to sign a statement of possible consequences and penalties. In addition, students age ten or older by September 1 must sign a statement indicating receipt of such written statement of possible consequences for non-compliance with the local board policy.
2. The Treutlen County School System will notify the parent, guardian, or other person who has control or charge of the student when such student has five unexcused absences. The notice will outline the penalty and consequences of such absences and that each subsequent absence will constitute a separate offense. After two reasonable attempts to notify the parent, guardian, or

other person who has charge of the student, the Treutlen County School System will send written notice via first class mail or certified mail with return receipt requested.

3. Prior to any action to commence judicial proceedings to impose a penalty on the parent for failing to comply with compulsory attendance law, the school system will notify the parent by certified mail, return receipt requested.

### **TARDIES/EARLY DISMISSALS**

Students are expected to attend school regularly, arrive on time, and refrain from leaving school early unnecessarily. Attendance will be taken daily and monitored throughout the school year.

If a student obtains five (5) unexcused absences, the school social worker will send a letter to the parent(s) letting them know that the student has not been attending school regularly. If the absences continue, the school social worker will do a follow-up "certified" letter **and** a home visit **and** a referral may be made to other agencies such as DFACS, DJJ, etc. Attendance is important for academic success and students are expected to be at school.

#### **The tardy bell will ring at 7:50 a.m.**

All tardiness will be handled in the following manner:

- Students reporting to school after the tardy bell (7:50 a.m.) must first go to the office, sign in, and receive a tardy slip to class.
- Homeroom teachers are responsible for keeping a record of tardies and removal of student's name from the absentee list.
- Students who are tardy to homeroom and individual classes will be disciplined. (See consequences listed on pg. 20.)

### **GEORGIA COMPULSORY SCHOOL LAW O.C.G.A. 20-2-690.1.**

Mandatory education for children between ages six and 16

Every parent, guardian, or other person residing within this state having control or charge of any child or children between their sixth and sixteenth birthdays shall enroll and send such child or children to a public school, a private school, or a home study program: and such child shall be responsible for enrolling in and attending a public school, a private school, or a home study program that meets the requirements for a public school, a private school, or a home study program under such penalty for noncompliance with this subsection as is provided in Chapter 11 of Title 15, unless the child's failure to enroll and attend is caused by the child's parent, guardian, or other person, in which case the parent, guardian, or other person alone shall be responsible; provided, however, that tests and physical exams for military service and the National Guard and such other approved absences shall be excused absences. The requirement of this subsection shall apply to a child between his or her sixth and sixteenth birthdays who has been assigned by a local board of education or its delegate to attend an alternative public school program established by that local board of education, including an alternative public school program provided for in **O.C.G.A. 20-2-154.1**, regardless of whether such child has been suspended or expelled from another public school program by that local board of education or its delegate, and to the parent, guardian, or other person residing in this state who has control or charge of such child. Nothing in this Code section shall be construed to require a local board of education or its delegate to assign a child to attend an alternative public school program rather than suspending or expelling the child.

(b) Any parent, guardian, or other person residing in this state who has control or charge of a child or children and who shall violate this Code section shall be guilty of a misdemeanor and, upon conviction thereof, shall be subject to a fine not to exceed \$100.00 or imprisonment not to exceed 30 days, or any combination of such penalties, at the discretion of the court having jurisdiction. Each day's absence from school in violation of this part after the child's school system notifies the parent, guardian, or other person who has control or charge of a child of five unexcused days of absence shall constitute a separate offense. (c) Local school superintendents in the case of private schools or home study programs and visiting teachers and attendance officers in the case of public schools shall have authority and it shall be their duty to file proceedings in court to enforce this subpart.

### **BALLOONS AND FLOWER DELIVERIES:**

The Treutlen County Board of Education adopted the following procedures to accommodate students, faculty, florists, and suppliers so that gifts may be delivered to the school on special days. This action is necessary to ensure that instructional time for both school employees and students is not interrupted and safety of students is ensured.

- Flowers and balloon bouquets must be delivered to the main office at school between 12:00 p.m. and 1:00 p.m. All deliveries **MUST** be completed by 1:00 p.m. Students will be called to the office to pick up balloon/flower bouquets at 2:30 p.m.
- All deliveries must have the appropriate information on the card. Please furnish the florist with the following information: **Student Name / Grade / Teacher's Name**

***NOTE: Balloons and flowers in glass containers will need to be picked up at school.  
Glass items and balloons will not be allowed on buses.***

Students are not allowed to bring items for themselves on Valentine's Day. Schools or school personnel assume no responsibility for flowers or balloons. Flowers or balloons not picked up will be discarded by 10:00 a.m. the following day. These procedures apply to ALL students, teachers, and employees.

### **CAFETERIA SERVICE:**

#### **2018-2019 Public Notification Requirements for School Nutrition Program**

The Treutlen County cafeteria offers breakfast and lunch each school day to all students. Treutlen County is a participant in the USDA's CEP grant, which entitles every student to one free reimbursable breakfast and lunch.

#### **Prices:**

Adult breakfast or second student breakfast: \$1.50

Adult lunch or second student lunch: \$3.00

Extra entrée: \$1.50

Tea or lemonade: \$.75

Juice or water: \$.75

Side item: \$1.00

Students may not charge anything. Money can be deposited on student's account. There will be a \$35.00 Returned Check Fee that must be paid in cash.

All student food allergies will be recognized and accommodations will be made with proper documentation signed by a physician.

If a parent or student needs any information about school nutrition, he or she may contact the Director of School Nutrition, Alecia "Red" Barrett at (912) 529-7109.

### **Treutlen County Schools Wellness Policy:**

Treutlen County Schools are committed to establishing a healthy learning environment that positively influences students' well-being, eating behaviors, physical capacity, and learning ability to succeed academically. This commitment will provide students with the ability to participate fully in the educational process and to develop life-long healthy habits.

It is the goal of Treutlen County Schools to promote the students' physical, emotional, and social well-being through a coordinated and comprehensive school health program. This includes providing a healthy physical and psychological environment, school nurse services, nutritious school meals, health education, Family and Consumer Science education, and opportunities for physical education and activity. It is the intent of this policy to enable students to become independent in taking initiative for their own health and well-being.

### **Nutrition Education and Promotion**

The Health, Family and Consumer Sciences curriculum should meet state standards.

Staff responsible for nutrition education should be highly qualified and participate in professional development for their area.

Schools will communicate/collaborate with community businesses and organizations to send a consistent message about nutrition education.

School staff is encouraged to model healthy eating behaviors.

The School Nutrition program will be closely coordinated with nutrition education.

### **Physical Activity**

Physical education and physical activity opportunities shall be available throughout the year.

Student in grades 4-12 will be assessed on FITNESSGRAM tests, and the results will be reported to the state and the parents.

After-school and enrichment programs for elementary students will provide daily periods of physical activity.

Teachers cannot withhold physical activity as means of punishment.

Elementary teachers shall provide opportunities for physical activity in the classroom.

### **Nutrition Standards**

Menu choices will be linked with nutrition education in that it promotes fruits and vegetables, limits high fat choices, and provides healthy drink choices (low-fat milk, non-fat milk, and 100% juices).

Foods sold in the cafeteria, vending machines, and school stores shall comply with USDA federal and state regulations. High school/middle school vending machines will be off during school meal times- Breakfast and Lunch.

Students may not receive outside food deliveries.

With proper medical documentation, modified meals shall be served to students with food allergies or other special dietary needs.

### **Other School-Based Activities to Promote Student Wellness**

The Cafeteria shall be a clean, pleasant place to eat. Students should have access to hand washing or sanitizing facilities before meals. Students should be allowed at least 20 minutes to eat, as recommended by the School Nutrition Association.

Student meal benefits shall be confidential.

The Seamless Summer Feeding Program will operate at several sites.

The Treutlen County Board of Education prohibits the sale of foods with minimal nutritional value from the beginning of the school day throughout the end of the last meal period in the elementary and below, and all other grades are prohibited the sale of foods of minimal nutritional value during the meal periods in the food service areas.

### **Community/Stakeholder Involvement**

Treutlen County Schools shall communicate to parents the importance of healthy living and ways to incorporate it into their lifestyles.

The school will devise and maintain a wellness committee involving teachers, administrators, parents, students, and community members. The committee will meet regularly to establish school health goals and determine ways to reach the goals.

### **Measurement and Evaluation**

The Superintendent and Board of Education will ensure compliance with established Wellness Policy. The policy will be updated and modified based on legislation and district needs. The Wellness committee will give yearly progress reports to Board of Education of goal outcomes.

### **Federal Laws:**

HHFA of 2010

Child Nutrition & WIC Reauthorization Act of 2004

Richard B. Russell National School Lunch Act

### **CHANGE OF STUDENT INFORMATION:**

Any time there is a change in a student's address or phone number, please contact the school to update the information in the school's computer. In case of an emergency, student information needs to be correct.

### **CHANGING CLASSES:**

Students have adequate time to get from one class to another. If a student is tardy, he or she must have a note from the previous teacher or the office. Otherwise, students arriving late to class will be marked tardy by the teacher whose class the student is tardy. Repeated tardiness will result in disciplinary action.

### **CHILD FIND PROCEDURES - TREUTLEN COUNTY SCHOOLS:**

Child Find is the school system's attempt to locate any children who are suspected of having a disability. Special education and/or related services may be recommended if a disability interferes with a child's learning. Speech/Language Therapy, Physical Therapy, and Occupational Therapy are some of the related services for which a student may be eligible.

Special education is "specialized instruction" provided for students (ages 3-21) who are determined to have a specific disability as defined by Public Law 94-142 and amended by the 1997 Individuals with Disabilities Education Act. It may be provided by one or several teachers. Also, related specialists will sometimes assist delivering services for a child.

### **CLOSING OF SCHOOL:**

Radio and television stations will carry all school closing announcements due to inclement weather or other emergencies by 6:30 a.m. when possible.

### **CLUB OFFICERS:**

All club officers and organization officers must meet eligibility requirements. A list of clubs and sponsors is included in Appendix E.

### **CODE OF CONDUCT (DISCIPLINE):**

All Georgia public school districts must have student standards of behavior/codes of conduct that apply to behavior on and off campus, on the school bus, and at the school bus stop. *Students who attend the alternative school (Treutlen Learning Center) will be placed on a Behavior Contract and will receive a copy of the Treutlen Learning Center Handbook. This handbook will provide additional procedures and guidelines that the student will be required to follow.*

Treutlen Middle/High School believes that instruction should occur in an environment that best meets the needs of ALL Students. Structure and discipline are basic elements of the educational setting that are necessary if Treutlen Middle/High School is to accomplish the goals and expectations set forth by the Treutlen County Board of Education as well as the State and Federal Departments of Education.

As students develop and progress at TMHS, they will be held more accountable for their actions. The procedures described in this Code of Conduct apply to all students in grades 6-12. However, differences in the age and maturity of students may require different types of disciplinary actions for conduct violations at the various grade levels.

Parents are encouraged to become familiar with the Code of Conduct and to be supportive of it in their daily communication with their children and others in the community.

The General Assembly of Georgia requires that this Code of Conduct include language encouraging parents and guardians to inform their children on the consequences, including potential criminal penalties, of underage sexual conduct and crimes for which a minor can be tried as an adult.

**POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS-PBIS:** To address Response to Intervention (RTI) in relation to behavior, Treutlen County Schools, with the exception of the Pre-K, have begun implementing the Positive Behavioral Interventions and Supports (PBIS) framework. Universal school-wide expectations, rules, and procedures serve as the *standards* for behavior (Tier I in Response to Intervention). The purpose of PBIS is to increase teaching and learning by decreasing the number of discipline incidents. Members of each PBIS School Team will support students, faculty, and staff as they remain focused on positive school-wide behavior expectations and encourage students to be *READY*, *RESPONSIBLE*, and *RESPECTFUL*. Stakeholders at each school have defined and will frequently model appropriate student behaviors in the classrooms, hallways, lunchroom, restrooms, and playgrounds. Students achieving the universal behavior standards are recognized with various school incentives. Members of each PBIS School Team have developed a Tier I Implementation Plan that includes the establishment of a reward/recognition program.

For more information regarding the Positive Behavioral Interventions and Supports (PBIS) framework, visit the Georgia Department of Education website at [www.gadoe.org](http://www.gadoe.org).

**BEHAVIORAL SUPPORT PROCESS:** The Treutlen County School System recognizes that students have a variety of needs. Therefore, the process of disciplining students will include due consideration, as appropriate in light of the severity of the behavioral problem, and of student support services that may help the student address behavioral problems. A Behavior Support Plan will include support strategies that build on the strengths of students and establishment of individual goals, relevant benchmarks, and a time frame for accomplishment.

#### **CHRONIC DISCIPLINARY PROBLEMS**

##### **O.C.G.A. 20-2-764 and O.C.G.A. 20-2-765**

“Chronic disciplinary problem student” means a student who exhibits a pattern of behavioral characteristics which interfere with the learning process of students around him or her and which are likely to recur. Students who exhibit consistent patterns of misconduct that interferes with the rights of others to learn will be identified as Chronic Disciplinary Problem Students. Parents may be asked to observe their child in class. A request will also be made that parents meet to assist in devising the disciplinary and behavior correction plan. A student identified as a Chronic Disciplinary Problem will be placed on a Behavior Support Plan. Students who fail to correct their behavior after a Behavior Support Plan has been developed and who continue to violate school rules may be subject to long-term suspension, expulsion, or alternative placement pending a disciplinary tribunal hearing.

**TEACHER AUTHORITY TO REMOVE A STUDENT FROM CLASS:** A teacher shall have the authority to remove from his or her class a student who repeatedly or substantially interferes with the teacher’s ability to communicate effectively with students in the class, or with the ability of the student’s classmates

to learn, and where the student's behavior is in violation of the Code of Conduct. After appropriate disciplinary action is taken, the student may be returned to the teacher's class, assigned to another classroom, or assigned to another alternative education setting.

**REPORTING OF ACTS COMMITTED ON SCHOOL PROPERTY:** School administrators will report the following acts to law enforcement. Charges may be filed with a local law enforcement agency.

1. Weapons violations
2. Drug violations (use, possession, and sales)
3. Terroristic threats
4. Bomb threats and other false alarms
5. Physical assaults against school employee, students or visitors
6. Intentional damage or destruction of school property
7. Theft of school property
8. Fights or other physical altercations
9. Alcohol-related offenses (use or possession)
10. Vandalism of school property
11. Trespassing or loitering on or near school campus
12. Sexual offenses
13. Fires
14. Disrupting a public school
15. Upbraiding or insulting a school employee in the presence of students
16. Any act classified as a felony under the laws of the state of Georgia or any act committed by a juvenile which, if committed by an adult, would be a felony.

**Authority of School Administrator:** The administration may assign discretionary punishment as appropriate for all offenses covered, or not expressly covered, by the rules and levels of consequences contained in the following pages. Depending upon the offense and the circumstances, the alternative punishment might be given in lieu of or in addition to the progressive punishment outlined in this Code of Conduct

Disciplinary action for violations of appropriate behaviors will include hearings and reviews. In all cases, the rights of individuals will be ensured and protected. The Treutlen County School System will make every reasonable effort to administer the discipline code consistently in all schools. When applicable, individualized plans (i.e. IEP, 504, and SST) will be reviewed for appropriate consequences.

**Progressive Discipline Plan for Schools:** This progressive discipline plan is divided into four levels. Each level represents progressively more serious misbehavior and consequences. The level of discipline imposed shall be based on the severity of the misbehavior. Disciplinary actions are designed to teach students self-discipline and to help them substitute inappropriate behaviors with those that are consistent with the character traits/qualities from Georgia's Character Education Program.

**The expectation is that the teacher will be responsible for control of students' conduct in the classroom. All staff members are responsible for monitoring student conduct during the school day. Repeated and/or persistent disciplinary problems may result in a referral to an administrator provided that appropriate interventions have been provided prior to the referral. In some instances, Level I infractions may require an immediate administrative referral.**

**NOTE: The following guidelines will be considered in carrying out disciplinary procedures. However, each principal reserves the right to apply rules as needed based upon the severity of the infraction.**



### **Level I Discipline**

Level I discipline is used for minor acts of misconduct which interfere with orderly school procedures, school functions, extracurricular programs, approved transportation, a student's own learning, or the learning of others. Students may be disciplined by the professional staff member involved or may be referred directly to the principal or other administrator.

#### Middle /High Schools (Grades 6-12)

**Professional staff** may utilize any of the discipline management techniques appropriate for the situation, including but not limited to the following:

1. Warning on first offense, teacher-student conference;
2. Classroom detention, after school, or work detail;
3. Telephone call to parent; and/or
4. Referral to a counselor.

**The principal or assistant principal** may utilize any of the above discipline management techniques, and/or may employ:

1. Student participation in conference with parent/guardian, teacher, and/or principal;
2. Assignment to after-school detention hall or work detail (Saturday School);
3. Any other disciplinary technique that positively promotes the student Code of Conduct and desired character trait(s); and/or
4. Corporal Punishment.

### **Level II Discipline**

Level II discipline offenses are intermediate acts of misconduct which require administrative intervention. These acts include, but are not limited to, repeated, but unrelated, acts of minor misconduct and misbehaviors directed against persons or property but which do not seriously endanger the health, safety, or well-being of others. Consideration of necessary behavior support services should be given if not already provided.

#### Middle/High Schools (Grades 6-12)

Students guilty of a Level II offense may receive any of the discipline management techniques appropriate for the situation as determined by the principal or designee, including, but not limited to the following:

1. In-school suspension (ISS);
2. Out-of-school suspension (OSS);
3. Financial restitution for the repair of any damage caused to the school-related environment;
4. Strict probation with a Behavior Support Plan;
5. Any other disciplinary technique that positively promotes the student Code of Conduct and desired character trait(s); and/or
6. Corporal Punishment.

### **Level III Discipline**

Level III discipline offenses are serious acts of misconduct including, but not limited to, repeated misbehavior that is similar in nature, serious disruptions of the school environment, threats to health, safety, or property and other acts of serious misconduct. These offenses must be reported to the principal. **Offenses that threaten the health, safety, or well-being of others may result in immediate suspension of the student from the school and/or school-sponsored activities for up to ten school days pending disciplinary investigation of the allegations.**

Student and parent/guardian participation in a conference with the principal is an element of all discipline actions in this category, even if such a conference has previously occurred. Initiation of necessary behavior support services should be given if not already provided. Due process procedures required by federal and state law will be followed. These may include such procedures as the school disciplinary tribunal and/or procedural safeguards provided by the 2004 Individuals with Disabilities Education Act.

### Middle/High Schools (Grades 6-12)

Students guilty of a Level III offense may receive any of the discipline management techniques appropriate for the situation as determined by the principal or designee, including, but not limited to, the following:

1. In-school suspension (ISS) for first offense;
2. Up to fifteen (15) days in-school suspension (ISS) for second and subsequent offenses;
3. Out-of-school suspension (OSS) for first offense;
4. For second and subsequent offenses: up to ten (10) days out-of-school suspension (OSS);
5. Strict probation with a Behavior Support Plan;
6. Financial restitution for the repair or any damage caused to the school-related environment;
7. Any other disciplinary technique that positively promotes the student Code of Conduct and desired character trait(s);
8. Corporal Punishment; and/or
9. Expulsion

### **Level IV Discipline**

Level IV discipline offenses are the most serious acts of misconduct. These offenses must be immediately reported to the principal. These violations are so serious that they require use of outside agencies and/or law enforcement. Such acts will also result in criminal penalties being imposed. Any misconduct that threatens the health, safety, or well-being of others will result in immediate suspension of the student from the school and school-sponsored activities for up to ten (10) school days, pending disciplinary investigation of the allegations. Student and parent/guardian participation in a conference with the principal is an element of all discipline actions in this category even if such a conference has previously occurred. Initiation of necessary behavior support services should be given if not already provided. Due process procedures required by federal and state law will be followed. These may include such procedures as the school disciplinary tribunal and/or procedural safeguards provided by the 2004 Individuals with Disabilities Education Act.

### Middle/High Schools (Grades 6-12)

Students guilty of a Level IV offense will receive any of the discipline management techniques appropriate for the situation as determined by the principal or designee, including, but not limited to the following:

1. Out-of-school suspension (OSS) with a referral for a disciplinary tribunal hearing; charges will be filed with the appropriate law enforcement agency;
2. Strict probation with a Behavior Support Plan;
3. Financial restitution for the repair of any damage caused to the school-related environment;
4. Any other disciplinary technique that positively promotes the student Code of Conduct and desired character trait(s);
5. Corporal Punishment; and/or
6. Expulsion

### **OFFENSES AND DISCIPLINARY ACTIONS**

Most students come to school to learn. They observe the rules that have been established to assure that their schools are safe and orderly. This section of the Code of Conduct explains what will happen to the very small percentage of students who choose not to comply with school rules.

Certain forms of misconduct and disobedience of school rules and board policy by students make it necessary for administrators to take disciplinary action.

Disciplinary action is intended to correct or change students' behavior and help them to become more productive members of the school community.

It should be understood that the list of offenses that follows includes only those which are found to be the most common infractions of school rules. Because other forms of misbehavior are not listed does not mean that they will be permitted. Each classroom teacher will deal with general classroom disruptions by taking in-class disciplinary action, by making a personal phone call to students' parents or guardians, and by scheduling conferences with parents/guardians and other school staff members.

Students will be disciplined according to these rules whether they are enrolled at the school or on the campus as visitors or participants in activities. All school rules apply to school-sponsored activities as well as to regular school hours.

All disciplinary options in the Code of Conduct are at the discretion of the school administrator. Individual circumstances; age and/or disability; student's discipline history; severity of offense; degree of premeditation, impulse, or self-defense; and other factors may be taken into consideration when decisions are made with an attempt to be consistent and fair, and every effort will be made to protect the rights and dignity of the student.

Students serving In-School Suspension (ISS) will not be penalized beyond the school day. If a student serves ISS and is a member of a team or club, he or she will be allowed to participate in any activity that occurs beyond the school day. Students may not be excused from In-School Suspension (ISS) during the school day to attend field trips, participate in athletic events, or other school activities.

Any student suspended from school is not allowed on any part of the school campus, on any school property, or at any activity for any reason during the term of the suspension. This includes extra-curricular activities. Any suspended student who is on campus or present at any school sponsored function within the county during the term of the suspension is subject to criminal trespassing and may be turned over to the authorities. During the time a student is suspended from school, he/she will receive a zero for missed work when other students receive grades.

1. **Assault (including verbal assaults)/threats/intimidation on school personnel:** No student will be allowed to threaten or intimidate an employee of the school in any way. Threats of physical force or violence are prohibited.

DISCIPLINARY ACTION: Level III or IV.

2. **Physical or battery on a school employee:** No student will be allowed to use physical force or violence on an employee of the school (OCGA 20 -2 -751.6).

DISCIPLINARY ACTION: Level IV.

3. **Disobedience, disrespect, and/or insubordination to a school employee, including refusal to identify self:** A student is required to obey school rules, respect the authority of school personnel, identify oneself, carry out instructions of all school employees, and carry the proper ID card (if issued) at all times during school hours and at school functions.

DISCIPLINARY ACTION: Level I, II, III, or IV

4. **Use of vulgar or profane and/or obscene language or gestures directed at a school employee:**

DISCIPLINARY ACTION: Level II, III or IV.

5. **Possession of and/or use of weapons and dangerous instruments:** No student may have in one's possession or use instruments such as knives, razors, pistols, rifles, guns, explosives, bullets, other ammunition, box cutters, metal pipes or cylinders, or multi-finger rings (brass knuckles). Other common items such as locks, pocket chains, etc. will be considered weapons if they are used for that purpose.

**Plastic or toy knives, guns, and other look-alikes are considered weapons.** Please refer to Appendix A for a more complete definition.

DISCIPLINARY ACTION: Level IV.

A tribunal or waiver is required for this offense. The administrator must notify the Superintendent and must also notify the Director of Student Services if a student with an IEP is involved.

**6. Extreme intentional violence or threats of violence:** A student is not allowed to cause bodily harm maliciously to another student by seriously disfiguring his body or a member thereof. Any threats, orally or in writing, to do harm to students, teachers, or the school building are prohibited. Physical gestures may be interpreted as a threat.

DISCIPLINARY ACTION: Level IV.

**7. Fighting, instigating, threatening, harassing, intimidating, bullying (see Appendix A for definition), or engaging in gang activity:** A student is not allowed to fight or intimidate others by threatening force or injury to their person or property.

DISCIPLINARY ACTION: Level II, III or IV.

**NOTE: A student who harasses and/or intimidates others may be suspended from school. A student who participates in a fight will be suspended from school.** When a student initiating a fight is identified by authorities, the administrator may use his/her discretion in administering differentiated disciplinary actions. A student who repeatedly fights or engages in threats, harassment, intimidation, bullying, or gang activity will be suspended for up to ten (10) school days for each incident, and may be referred to a disciplinary tribunal. Charges may be filed with the appropriate law enforcement agency.

**O.C.G.A. 20-2-751.4 and TCBOE Policy JCDAG:** Students, grades 6-12, found to have committed the offense of bullying for the third time in a school year must be assigned to an alternative school.

(Complete policy listed in Appendix B)

**8. Making comments that offend or cause tension for others:** This will include comments of an ethnic or religious nature and verbal assault as defined in the glossary.

DISCIPLINARY ACTION: Level I, II, III or IV.

**9. Interfering with the efforts of school personnel to restore and maintain order before, during or after a fight:**

DISCIPLINARY ACTION: Level II, III or IV.

**10. Sexual misconduct (physical/verbal):** It is policy to assure that schools are places where students can learn and be free of any kind of harassment. A student must refrain from making comments of a sexual nature that offend or cause tension for others. A student may not make sexual advances, request sexual favors or be involved in sexual conduct of any nature, or indecent exposure at school or any school-related function. This includes physical assault or battery as defined in the glossary. The Treutlen County School System encourages parents and guardians to inform their children of the consequences, including potential criminal penalties, of underage sexual misconduct and crimes for which a minor can be tried as an adult.

DISCIPLINARY ACTION: Level II, III or IV.

**NOTE:** Written and/or verbal apologies to victims may be required. Law enforcement authorities may be notified if the situation warrants.

**11. Inappropriate body contact:** It is the policy that schools are places where students can learn and be free of inappropriate body contact. Students will not engage in inappropriate body contact, including, but not limited to, holding hands, kissing, or embracing.

DISCIPLINARY ACTION: Level I or II

**12. Theft and/or vandalism of public or private property:** A student is not permitted to steal, destroy, mark, deface, or damage any school property or any property belonging to a school employee, another student or any person legitimately at the school.

DISCIPLINARY ACTION: Level II, III or IV.

13. **Illegal drugs or alcoholic beverages, narcotics and/or stimulant drugs, etc.:** A student may not possess, use, be under the influence of, sell or distribute alcoholic beverages, narcotics and/or stimulant drugs; drug related products such as hookah pipes, rolling papers, etc.; or willfully misrepresent or misuse substances as the aforementioned drugs.

DISCIPLINARY ACTION: Level IV

**NOTE:** Students will be subject to a breath analyzer test and the reading will be reported to the disciplinary tribunal.

14. **Smoking, chewing, and/or possession or use of tobacco, or tobacco-related products:** A student is not allowed to use or possess any kind of tobacco or tobacco-related product (lighters, matches, and other flammable materials) on school property, while in attendance at school-sponsored activity, or within sight of the school campus.

DISCIPLINARY ACTION: Level II, III, or IV.

15. **Profanity and obscene language (orally or in writing), materials and/or gestures:** A student is not permitted to use profane or obscene language or vulgar and/or obscene gestures toward or in the presence of school employees, other students, or school visitors at school or any related function.

Obscene materials are not allowed on school property.

DISCIPLINARY ACTION: Level I, II, III or IV.

16. **Willful and persistent violation of the student Code of Conduct:**

DISCIPLINARY ACTION: Level III or IV

17. **Misuse and abuse of Internet access:** A student may not use computer Internet services to access/send obscene or inappropriate materials. Additionally, misuse or abuse of network logins (Grades 6-12) will result in disciplinary action which may include loss of computer access.

DISCIPLINARY ACTION: Level I, II, III or IV.

\*In accordance with Treutlen County's policies and procedures regarding the use of technology in education, students are allowed to use computers in the classrooms and media center for the purpose of gathering research materials for class assignments and for the enhancement of the curriculum. Students are considered to be trespassing if they access files which are confidential school material or if they browse the Internet for personal interests or gain.

DISCIPLINARY ACTION: Level II, III or IV.

**NOTE:** Students accessing inappropriate materials will lose Internet privileges.

18. **Classroom and school disturbances including a public school bus or public school bus stops as outlined in O.C.G.A. 20-2-1181:** A student will not commit acts that cause disruption to learning opportunities and/or threaten the safety of other students. This includes inciting, advising, or counseling of others to engage in prohibited acts.

DISCIPLINARY ACTION: Level I, II, III or IV.

19. **Absences not approved by the school, truancy, cutting class, and/or leaving campus without permission (See ATTENDANCE PROTOCOL pages 9-11).**

a) A student who is absent from school or any class without his parent's permission and without the school's permission is considered to be "skipping school" or truant.

b) A student is not allowed to leave campus during the school day unless he/she has permission from the school's administrative personnel. A student must remain on the campus for lunch whether eating in the school cafeteria or bringing lunch from home. A student is not excused to eat lunch off campus or have lunch brought in from a fast-food restaurant.

DISCIPLINARY ACTION: Level I, II, III or IV.

20. **Tardiness: Grades PK-12:** A student is not allowed to be late to school or to a class. The accumulation of tardies will warrant disciplinary action including work details and/or Saturday School. Only those reasons listed below are accepted as valid reasons for being tardy and will be excused.

- a) Medical or dental appointments which cannot be scheduled outside school hours. The student will be asked to supply signed verification from the dentist or physician to validate the tardy.
- b) Appearances before a court when required by a subpoena. The subpoena must be furnished to the school to validate the court appearance.
- c) Unique and rare circumstances not covered above whereby it would be inappropriate to discipline the student for being tardy. The principal or his designees will review the matter and determine whether the circumstances warrant an excused tardy. Example: appearance needed for military ID card.
- d) Illness of the student. Parent/guardian should provide a written excuse for the student.

DISCIPLINARY ACTION: Level I, II, or III

21. **Cheating:** A student is not allowed to copy another's work and submit it as his/her own or let someone else copy his/her work. A student may not secure answers from others or provide answers to others on individual school assignments and/or tests. Any form of cheating will not be tolerated. In Grades K-12 a grade of zero will be assigned to the student(s) found cheating and the student(s) may not make up the test or assignment.

DISCIPLINARY ACTION: Level I, II, or III.

22. **Misbehavior on the bus:** The bus is an extension of the classroom/school, and the bus driver should be extended the same obedience, respect, and courtesy as the classroom teacher. A student must sit in his/her assigned seat and must follow the same policies, rules, and regulations as those required on the school campus. A student is not allowed to damage or deface the school bus in any way. See Transportation Guidelines (pages 27-29).

23. **Conduct outside of school time/away from school that poses a threat to the school:** A student who commits any act or exhibits conduct outside of school hours or away from school, which may adversely affect the educational process or endanger the health, property, safety, morals, or well-being of other students, teachers, or employees within the school system will be disciplined hereunder. This includes students whose behavior could result in the student being criminally charged with a felony as a result of off campus behavior.

DISCIPLINARY ACTION: Level III or IV.

24. **Passive involvement in misbehavior of any kind:** Students who have knowledge or witness acts of misbehavior or crime and do not report it to the proper officials may be subject to discipline.

DISCIPLINARY ACTION: Level II, III or IV.

25. **Falsifying, misrepresenting, omitting, or erroneously reporting information regarding instances of alleged inappropriate behavior by a teacher, administrator, or other school employee toward a student:** Any student who makes an accusation against a teacher, an administrator, or other school employee, which is proven to be false, may be subject to discipline.

DISCIPLINARY ACTION: Level III or IV.

26. **Cell phones/communication and other electronic devices:** The Treutlen County School System prohibits the use of electronic devices, including cellular phones, during the school day hours of 7:00 AM until 3:30 PM.

Cell phones and other electronic devices must be turned off, not visible, and not in use during the specified school day hours.

The discipline actions for having cell phones/communication and other electronic devices visible or in use during the school day hours are as follows:

## Pre-K-Grade 12

- All electronic devices, including cell phones/ game systems, and communication devices, will be confiscated if seen, if turned on, or in use during the school day hours.
- For the first offense, cell phones or other electronic devices will be confiscated and will be available ONLY to the parent/guardian the following day. A meeting will be held with the parent/guardian and school administrators when the device is returned to the parent/guardian.
- All subsequent offenses will result in the same actions as the first with the additional disciplinary action added at the Principal's discretion. Examples may include Saturday School.
- Refusal to relinquish a cell phone when requested by a teacher or administrator will be considered disrespect/insubordination and will be punished as indicated based on Level I, II, III, or IV.

Students are not permitted to use or bring into the testing environment any electronic device that could allow students to access information (e.g. cell phone, PDA, electronic recording or playback device, etc.) when participating in Georgia Department of Education required assessments.

All students shall be prohibited from using any electronic devices during the operation of a school bus, including, but not limited to, cellular phones, game systems, or any other electronic device that might interfere with the school bus communication equipment or the school bus driver's operation of the school bus.

*Treutlen County Schools/District will not be responsible for investigating or replacing/reimbursing lost or stolen communication devices.*

**27. Violations of the law:** Any student who violates the law while on school property or at any school-sponsored activity will be reported immediately to the proper legal authorities for prosecution. The student will be suspended from school, and reasonable attempts to notify the parent or guardian will be made. Depending on the seriousness of the offense and the actions taken by law enforcement agencies, school authorities may recommend expulsion.

**O.C.G.A. 16-10-27** states that a person who transmits in any manner to a fire department, public or private, or to any other group which is organized for the purpose of preventing or controlling fires a false report of a fire, knowing at the time that there is no reasonable grounds for believing that such a fire exists, is guilty of a misdemeanor.

### **O.C.G.A. 16-7-85**

1. It shall be unlawful for any person to manufacture, possess, transport, distribute, or use a hoax device or replica of a destructive device or detonator with the intent to cause another to believe that such hoax device or replica is a destructive device or detonator.
2. Any person convicted of a violation of this Code section shall be punished by imprisonment for not more than one year or by a fine of not more than \$10,000.00 or both or, if the defendant is a corporation, a fine of not less than \$1,000.00 or not fewer than 500 hours of community service or both for such hoax device or replica; provided, however, that if such person communicates or transmits to another that such hoax device or replica is a destructive device or detonator with the intent to obtain the property of another person or to interfere with the ability of another person to conduct or carry on the ordinary course of business, trade, education, or government, such violation shall be punished by imprisonment for not less than one year nor more than five years or by a fine of not more than \$25,000.00 or both or, if the defendant is a corporation, a fine of not less than \$50,000.00 or not fewer than 1,000 nor more than 10,000 hours of community service or both for each hoax device or replica.

**O.C.G.A. 16-6-3** A person commits the offense of statutory rape when he or she engages in sexual intercourse with any person under the age of 16 years and not his or her spouse.  
DISCIPLINARY ACTION: Level II, III or IV.

**NOTE:** Violators of the law may be reported to local law enforcement personnel and a case made against them.

**Parents/guardians and other adults:** **O.C.G.A. 20-2-1182** makes the act of “upbraiding, insulting, or abusing teachers, bus drivers, and administrators” on school property or on a school bus in the presence of students and refusing to leave the premises or bus a misdemeanor for parents, guardians, or persons other than students. Violations may be reported to the proper authorities.

## **DUE PROCESS**

No student may be suspended or expelled from school without due process of law.

**Short Term Suspension:** A short-term suspension is a temporary removal of a student from school and school activities for a period not exceeding ten (10) days. If a student, however, continues to violate school rules on a repeated basis, or if the offenses are of a serious nature, the principal may refer the student for a disciplinary hearing and recommend expulsion from school. Students who commit offenses involving violations of the law will receive ten (10) days out-of-school suspension and a tribunal hearing. These offenses include, but are not limited to, assaults, threats/battery on school personnel, possession and/or use of weapons or dangerous instruments, extreme intentional violence, sexual misconduct, theft and/or vandalism, and possession and/or use of alcoholic beverages or drugs.

Students who have repeated referrals for other disciplinary infractions that do not, in the opinion of the administrator, pose a danger to the safety and well-being of students and staff may receive up to ten (10) days out-of-school suspension and a disciplinary tribunal hearing. In all cases, the hearing officer at the tribunal will make a decision about the future educational placement of the student with consideration given to local, state, and federal regulations.

**When suspended, a student is prohibited from entering any Treutlen County School property and from attending or participating in school or school-related activities (for example: athletic events, cheerleading, plays, concerts, practices, etc.) even if the activity is held off school grounds. Violation of this rule will result in additional charges of trespassing against the student.**

## **Due Process Requirements for Short-Term Suspension**

**Student’s Right to Hearing:** When a student is suspended from school, he/she is given an informal hearing with the principal or his/her designee for the following purpose:

- a) presenting oral and/or written notice of the charges against the student; and
- b) giving the student an opportunity to present his/her side of the story.

If it is determined that the student is responsible for a violation of school rules, the student may be suspended for no more than ten (10) consecutive school days.

**Parent Conference:** When a student is suspended, the principal or his/her designee will make a reasonable effort to contact and inform the parent or guardian. If the principal cannot reach the parents or guardian, the student must remain on school property.



In addition, the principal or his/her designee will either issue written notice to the student to be carried to the parent or guardian, or within one school day, will send written notice to the parent or guardian containing the following information:

- a) the reason leading to the decision to suspend;
- b) the date when the student will be allowed to return to school; and
- c) an opportunity for the parent to discuss the infraction.

A principal may suspend a student without giving notice of a hearing if the student is obviously intoxicated, under the influence of drugs, mentally deranged, or when the student's presence otherwise poses a continuing danger to persons or property or a threat to the academic process. In such cases, however, the hearing shall be provided as soon as practical, usually on the next school day.

**Long-Term Suspension and Expulsion:** Long-term suspension means the denial to a pupil of the right to attend school and take part in any school function for any period of more than ten (10) consecutive school days.

Expulsion means the removal of the student from school and any school function for the remainder of the school year. However, the "Gun Free Schools Act" requires that any student who is determined to have brought a weapon, as defined by Section 91-1 of Title 18 of the U.S. Code, to school or a school event shall be expelled for one calendar year, subject to a case by case exception review by the Board of Education.

Action for long-term suspension or expulsion may follow a short-term suspension and shall be invoked by the disciplinary tribunal according to Policy JCEB of the Treutlen County Board of Education. The following regulations are required for expulsion or long-term suspension:

1. Notice must be given to the parents or guardians that includes the schedule and place for a disciplinary hearing, a statement of the matter asserted, a statement of the rights of both parties, and a statement regarding the nature of the hearing.
2. The hearing will be held within ten (10) school days after the occurrence of the alleged incident unless the school system and parents or guardians mutually agree to an extension.
3. The proceedings of the hearing will be tape-recorded and kept on file.
4. Either party involved in the hearing may ask questions concerning matters logically relevant to the charge against the student and the disposition of the matter.
5. The disciplinary tribunal, after conducting the hearing and receiving all evidence, shall render a decision as to what disciplinary action, if any, shall be taken.
6. Any decision by the disciplinary tribunal may be appealed by the parents or by the superintendent to the Treutlen County Board of Education by filing a written notice of appeal with the chairman within twenty (20) days of the date of the disciplinary tribunal's decision.
7. Upon appeal by the disciplinary tribunal's decision to the board, the board shall review the record and shall render a decision in writing. The decision shall be based solely on the reviewed record and shall be given to all parties within ten (10) days from the date the board chairman receives notice of the appeal.
8. A disciplinary tribunal must convene following any instance of an alleged assault or battery by a student upon any teacher, other school official, or employee; an alleged assault or battery by a student upon another student, if, in the discretion of the principal, the alleged assault or battery could justify the expulsion or long-term suspension of the student; substantial damage alleged to be intentionally caused by a student on school premises to personal property belonging to a teacher,

other school official, employee or student, if, in the discretion of the principal, the alleged damage could justify the expulsion or long-term suspension of the student; alleged possession of a weapon, possession or use of a weapon, issuance of a bomb threat, arson, use of drugs or alcohol, distribution, sale, or attempted sale of drug-related paraphernalia or controlled substance, or distribution, sale, or attempted sale of a substance under the pretense that it is a controlled substance; or any other alleged behavior which the principal or superintendent considers may be serious enough to warrant long-term suspension or expulsion.

**When suspended, a student is prohibited from entering any Treutlen County School property and from attending or participating in school or school-related activities (for example: athletic events, cheerleading, plays, concerts, practices, etc.) even if the activity is held off school grounds. Violation of this rule will result in additional charges of trespassing against the student.**

**SEARCH AND SEIZURE:** School officials may search a student if there is reasonable suspicion the student is in possession of an item that is illegal or against school rules. In the event that a specific student is reported or suspected of having weapons, drugs, or other materials in violation of school rules, school district policy or state law, his/her person may be searched. Full random searches will be conducted by school officials and/or law enforcement. Students' vehicles brought on campus, student book bags, pocketbooks/purses, school lockers, desks and other school property including school buses shall be subject to inspection and search by school authorities at any time without further notice to students or parents. Cell phones/multi-media/electronic devices taken from students due to possession and/or use in violation of school rules are subject to having their contents searched. Students are required to cooperate if asked to open book bags, pocketbooks/purses, lockers or any vehicle brought on campus. Metal detectors and search dogs may be utilized at school or at any school function, including activities that occur outside normal school hours or off the school campus at the discretion of administrators. The Treutlen County School System reserves the right to use "walk-through" and "hand-held" metal detectors and search dogs at any school function, including activities which occur outside normal school hours or off the school campus.

**PROCEDURES FOR CORPORAL PUNISHMENT:** As a method to maintain discipline and/or to enforce school rules, a principal or principal's designee, may administer corporal punishment through the moderate use of physical force or physical contact. Such punishment shall be administered under conditions which do not hold the student to ridicule or shame.

Whenever corporal punishment is administered, a written report shall be made and a copy forwarded to the child's parents. **A parent or guardian may request in writing that their son/daughter be exempted from corporal punishment, knowing that alternative methods of punishment will be enforced.**

The procedures listed below will be followed to provide due process for students (For Class I and II Offenses):

1. The student must have been informed previously that his/her behavior could bring about the use of corporal punishment, unless the student is involved in an incident that bypasses the teacher's classroom management plan.
2. Prior to corporal punishment, initial efforts and/or alternative methods should be taken in attempt to modify the student's behavior.
3. The administration of corporal punishment must occur in the presence of another administrator, but only after the school employee is informed about the reasons for punishment in the presence of the student.

**Electronic Devices:** Students are not allowed to have iPods, headphones, speakers, hand-held games or other items of an electronic nature unless required by the teacher as a part of his/her class. These items tend to interfere with teaching and learning. If a student is found to be in possession of any of these items, disciplinary action as indicated in the Code of Conduct will be administered.

**DRUGS AND ALCOHOL:** Non-medical use of drugs and alcohol is hazardous to the health of students, interferes with the education of the user, disrupts the proper conduct of school activities, and is illegal. Therefore, Treutlen Middle/High School provides students attending TMHS a drug education program and the opportunity to be educated in a drug and alcohol free environment.

The purpose of this handbook is to provide a clear message to students, parents, and citizens of the community that the use, possession, distribution, sale, or being under the influence of alcoholic beverages or illegal drugs will not be tolerated on school buses, in school buildings, on school property, or at school-sponsored or related activities (including field trips, athletic, and music trips) held on or off school property.

### **TRANSPORTATION GUIDELINES**

The Treutlen County Board of Education recognizes the fact that riding a public school bus is a privilege offered to its students. Safely transporting students is the primary objective. When students fail to follow guidelines in place to assure that all students are transported safely, bus privileges can be withheld.

It is TMHS's FIRST obligation to ensure the safety and well-being of all students. For this reason, TMHS will require any changes in transportation to be made "in person" at the school by the parent or legal guardian. TMHS will not be able to accept any FAX letters, notes sent by students, or phone calls requesting that a student take a different bus home in the afternoon. PLEASE make plans ahead of time, and come to the school in advance to make these arrangements. The school will be happy to honor parents' request for a change in transportation as long as the parent/legal guardian comes to the school and makes the request in advance. It is not the school's intent to inconvenience anyone but rather to ensure that children arrive home safely each and every day. TMHS greatly appreciates parents/guardians help to incorporate this procedure.

#### **Students PK-12:**

Students must treat the bus as an extension of the classroom/school and the bus driver should be extended the same obedience, respect, and courtesy as the classroom teacher.

1. Students must sit in assigned seats, if assigned, and follow the same policies, rules, and regulations required on the school campus. Students should remain seated except when entering or exiting the bus.
2. Nothing should be placed in the aisle (including feet) or at the front of the bus on the floor.
3. Students must stay clear of and must not tamper with the emergency door or any other emergency equipment.
4. Any item not permitted at school is also not allowed on the bus.
5. Eating and drinking on the bus are prohibited.
6. All parts of the body (neck, arms, etc.) should stay inside the bus.

Violation of bus rules and regulations may be cause for suspension from any Treutlen County school bus for a period of time up to the remainder of the school year. Misbehavior may also result in the same range of consequences of violations as outlined in this Code of Conduct.

Any person who commits the offense of battery against a teacher or other school personnel, engaged in the performance of official duties or while on school property shall, upon conviction thereof, be punished by imprisonment for not less than one nor more than five years or a fine of not more than \$10,000 or both. For purposes of this Code, O.C.G.A. 16-5-23.1, 'school property' shall include public school buses and public school bus stops as designated by local school boards of education.

Students shall be prohibited from acts of physical violence as defined by O.C.G.A. 20-2-751.6, bullying as defined by subsection (a) of O.C.G.A. 20-2-751.4 (See Appendix A for definition), physical assault or battery of other persons on the school bus, verbal assault of other persons on the school bus, disrespectful conduct toward the school bus driver or other persons on the school bus, and other unruly behavior.

Students may not use mirrors, lasers, flash cameras, lights and any other type of reflective device on the

school bus that might interfere with the school bus driver's operation of the bus. Students shall be prohibited from using any electronic devices during the operation of a school bus, including but not limited to cell phones; audible radios, tape or compact disc players without headphones; game systems; or any other electronic device in a manner that might interfere with the school bus communications equipment or the school bus driver's operation of the school bus.

**Bus Contract:** School bus contracts will be developed for students who engage in bullying, physical assault or battery on the bus. Parents will be required to meet with school administration for the purpose of developing the school bus contract.

#### **NON-VIOLENT BUS REFERRALS:**

##### **MIDDLE SCHOOL (Grade 6-8)**

**First Written Referral:** Student is given a verbal warning or is suspended from the bus up to 3 days at the administrator's discretion, and parent is notified.

**Second Written Referral:** Student is suspended from the bus for up to 3 days.

**Third Written Referral:** Student is suspended from the bus for up to 5 days.

**Fourth Written Referral:** Student is suspended from the bus for up to 10 days.

**Fifth Written Referral:** Student may be suspended from the bus for the rest of the school year.

##### **HIGH SCHOOL (Grades 9-12)**

**First Written Referral:** Student is given a verbal warning or is suspended from the bus for up to 5 days at the administrator's discretion.

**Second Written Referral:** Student is suspended from the bus for up to 10 days.

**Third Written Referral:** Student may be suspended from the bus for the rest of the school year.

#### **VIOLENT BUS REFERRALS:**

##### **1. Weapons**

Any student who has a weapon or has an object construed as a weapon in his or her possession will be suspended from school and thus the bus for up to ten (10) days.

A tribunal or waiver is required for this offense. The administrator must notify the Superintendent and must also notify the Director of Student Services if a student with an IEP is involved. When a tribunal is requested, the administrator will make a recommendation concerning the additional length of suspension from the bus. Discipline may range from the student being suspended from the bus for the remainder of the school year to the student being permanently suspended from the bus. Charges will be filed with the appropriate law enforcement agency if applicable.

##### **2. Assault/Threats/Intimidation**

**(Assault is defined as an attempt or threat to do violence to another.)**

Any student who assaults, threatens, or uses intimidation to school personnel, other students, or law enforcement may be suspended from school and thus the bus for up to ten (10) days. The possibility of a request for a tribunal will also be considered. When a tribunal is requested the administrator will make a recommendation concerning the additional length of suspension from the bus. Discipline may range from the student being suspended from the bus for the remainder of the school year to the student being permanently suspended from the bus. Charges will be filed with the appropriate law enforcement agency if applicable.

##### **3. Battery (Battery is defined as an unlawful attack on another person by beating, wounding, or touching in an offensive manner.)**

Battery against school personnel, other students, or law enforcement will result in the student being suspended from school and thus the bus for ten (10) days with a request for a tribunal. When a tribunal is requested, the administrator will make a recommendation concerning the additional length of suspension from the bus. Discipline may range from the student being suspended from the bus for the remainder of the school year to the student being permanently suspended from the bus. Charges will be filed with the appropriate law enforcement agency if applicable.

#### **4. Fights**

**First Fight Referral** - Any student who fights on the bus may be suspended from school for up to ten (10) days and will receive ten (10) days suspension from the bus upon return to school. Law enforcement will be called if the driver is unable to stop the fight and/or gain control of the situation. Charges will be filed with the appropriate law enforcement agency if applicable.

**Second Fight Referral** –Any student who fights on the bus may be suspended from school for up to ten (10) days and may be suspended from the bus for the remainder of the school year. Law enforcement will be called if the driver is unable to stop the fight and/or gain control of the situation. Charges will be filed with the appropriate law enforcement agency if applicable.

#### **COMPLAINTS:**

##### **O.C.R. Discriminatory Complaints or Harassment Procedures:**

The Treutlen County School District does not discriminate based on race, color, national origin, sex, age, or disability. It is the policy of the Treutlen County School District that racial, sexual, or other forms of harassment or discrimination are strictly forbidden. Any student or employee who believes he or she has been subjected to harassment or discrimination by other students or employees of the school district based upon his or her race, color, religion, national origin, age, disability, or sex should promptly report the same to the principal of his/her school or the appropriate coordinator, who will implement the board's discriminatory complaints or harassment procedures. The Title IX Coordinator is Steve Versprille (912-529-7134) and the Title VI, Section 504 and Americans with Disabilities Act Coordinator is Derek Cone (912-529-7108). Students may also report harassment or discrimination to their school counselor. Students and employees shall not be subjected to retaliation for reporting such harassment or discrimination.

##### **SECTION 504 GRIEVANCES:**

Any student or parent or guardian ("grievant") may request an impartial hearing due to the school system's actions or inactions regarding the child's identification, evaluation, or educational placement under Section 504. Requests for an impartial hearing must be in writing to the school system's Section 504 Coordinator Derek Cone (912-529-7108); however, a grievant's failure to request a hearing in writing does not alleviate the school system's obligation to provide an impartial hearing if the grievant orally requests an impartial hearing through the school system's Section 504 Coordinator. The school system's Section 504 Coordinator will assist the grievant in completing the written Request for Hearing. The Section 504 Coordinator may be contacted through the school system's central office. Copies of the 504 Procedural Safeguards and Notice of Rights of Students and Parents under Section 504 may be found at the system website or may be picked up at the central office or at any of the school offices.

##### **COUNSELOR:**

The school counselor is an important person to get to know. She works with students and teachers in classroom guidance. She also works with parents in helping to work through students' concerns. Students are offered counseling individually and in small special interest groups. The guidance program is developmental and preventive which aids in the total positive development of all students. If an emergency occurs during the day, the student is to get permission from the teacher to go to the counselor's office. Students and/or parents/guardians should contact the school counselor with counseling related issues.

##### **DANCES:**

Treutlen Middle/High School may sponsor several dances during the school year for students' enjoyment and social development. The proceeds from these dances will help fund various school activities. Middle school students can attend only middle school dances. High school students can attend only high school dances.

##### **DISCIPLINE:**

See Code of Conduct/Discipline

### **Treutlen Middle/High School Student Dress Code Policy**

*The goal of the TMHS Dress Code is to instill school pride, encourage positive student attitude, and most importantly maintain school safety. All of the following rules apply to **all students** during school hours on TMHS property, inside the school building or outside on campus.*

#### **Pants –**

- 👤 Pants or jeans must be worn with a belt at the waistline; no designs or logos allowed; NO holes or rips allowed (no shorts, leggings, capris, or sweats).
- 👤 Athletic teams with matching athletic warm up suits are allowed on game days ONLY.
- 👤 No banding of pants (i.e. at the ankles) and no tucking of pant legs in socks.
- 👤 Belts are required at all times and must be fastened.

**Shirts –** (Shirts meeting dress code requirements must be worn, even if they are covered with jacket, hoodie, etc.)

- 👤 Must be tucked in.
- 👤 Must have sleeves
- 👤 Must fully cover the collar bone (no “v” shaped, “u” shaped neck lines)
- 👤 No lace or see-through shirts.

#### **Shoes –**

Open toe shoes allowed ONLY if they have straps to cover the heel.

- 👤 No flip-flops.
- 👤 No house shoes or bedroom shoes allowed.
- 👤 No cleats allowed inside the gymnasium or school building.

#### **Jackets / Coats / Sweatshirts / Hoodies / Letterman Jackets –**

- 👤 No trench coats allowed.
- 👤 Hoods on jackets are not to be worn on a student’s head in the building.
- 👤 No headgear of any kind is allowed inside the building. (hats, bandanas, shower caps, etc.)

#### **Other –**

- 👤 No ear buds/headphones or other similar devices allowed inside the building.
- 👤 Earrings and studded nose rings are allowed; all other piercings must be covered or removed while on campus.
- 👤 No clothing accessories or jewelry with spikes or protruding studs are allowed; no chains hanging from clothing or pockets are allowed.
- 👤 No objects should be attached to clothing unless TMHS related (ribbons, buttons, towels, etc.)
- 👤 Items, accessories, and tattoos/body art that signify or are related to gangs, gang membership, or gang activity or are disruptive to school safety and discipline are prohibited.
- 👤 Items, accessories, and tattoos/body art that contain vulgarity, sexual innuendos, tobacco products, alcoholic products, firearms, or illegal substances are prohibited.
- 👤 Hair must be free of curlers, picks, or combs; and must not draw excessive attention as to distract others.
- 👤 Cosmetics must be worn in a manner so as not to draw excessive attention as to distract others.
- 👤 Proper undergarments must be worn at all times; all undergarments must not be visible.

Any tops or bottoms not discussed in the TMHS dress code are not permitted.

Any person whose religious affiliation does not coincide with the TMHS dress code must file for variance with Administration.

Administrators reserve the right to make an executive decision concerning a student’s attire.

### **Consequences for violating the TMHS Dress Code**

**First Offense:** Students will be sent to ISS until the dress code infraction is corrected, regardless if they have another change of clothes with them. A parent conference will be required as well so that dress code expectations can be clarified.

**Second Offense:** Students will be sent to ISS until the dress code infraction is corrected, regardless if they have another change of clothes with them. A parent conference will be required as well so that dress code expectations can be clarified. One day of Saturday School or other before or after-school work detail will be required for the second infraction of the TMHS dress code.

**Third and all subsequent Offenses:** Students will be sent to ISS until the dress code infraction is corrected, regardless if they have another change of clothes with them. A parent conference will be required as well so that dress code expectations can be clarified. Two days of Saturday School or other before or after-school work details will be required for the third infraction of the TMHS dress code.

**\*\*Saturday School** will be conducted on designated Saturdays from 7:00 AM until 11:00 AM. Students will be required to complete various work details and/or class assignments for the duration of Saturday School. If a student does not show up or is not ON TIME, another day of Saturday School will be added to replace the day the student was late or not on time. If a student still does not show up, a discipline referral will be given to the student, warranting 1 day of OSS to replace the number of times the student did not attend Saturday School. The student will receive zeros while receiving Out of School Suspension.

### **Cheating:**

Any student caught cheating will receive a zero for that work, and the parents will be notified. Cheating involves one or more of the following actions:

- To use the work of another person as your own.
- To copy information from another student's test, examination, theme, book report, term paper, or computer disk.
- To plagiarize – plagiarize means using another person's idea, expression, or works without giving the original author credit.
- To prepare for cheating in advance. Such action involves:
  - Having in your possession a copy of a test to be given or having been given by a teacher.
  - Using the test or notes during a test or examination.
  - Talking while taking quizzes, tests, or examinations.
- To fail to follow test procedures or instructions announced by a teacher (such as no talking, no turning around in seat, raise hand to ask questions, etc.).
- Students who give or receive information during testing will be considered guilty of cheating.

### **DRIVING PERMITS:**

High school students must register their vehicle with the appropriate school personnel and obtain a driving permit prior to driving to school. All student vehicles are required to be parked in the student parking lot. Students must vacate cars immediately upon arrival. Middle school students are NOT permitted to drive to school.

### **EARLY DISMISSAL FROM SCHOOL:**

If a student finds it necessary to leave school before the end of the school day,

1. The student must present a signed note from a parent/guardian stating the reason for leaving and who will be picking up the student. Only those individuals listed on the student's pick up list will be allowed to pick up a student from school. It is the parents' responsibility to make sure the information is accurate on their child's information card.
2. The office will call the student from class to the office to be signed out. A parent/guardian must come into the office to officially sign out a student for the day. **We encourage parents not to sign students out after 2:30 p.m. unless it is an emergency.**

**As mandated by O.C.G.A. 20-2-690.2, the Attendance Protocol Committee must recommend policies regarding tardies and early dismissals. In order to promote continuity between all grades, the following protocol will be followed:**

**EXTRA-CURRICULAR ACTIVITIES:**

The Treutlen County Board of Education feels that students who represent the school system in after school activities should be model students. Any Treutlen County student who has been arrested, charged, or convicted in a court with a felony or an offense which would be considered to be a felony if the student were an adult, a violation of the drug laws, or sexual misconduct of a serious nature will lose all privileges of participation in competitive and non-competitive extracurricular or athletic activities sponsored by the school. The length of suspension from participation in these activities will be until all charges are dropped or one calendar year from the date of the arrest, whichever occurs first. If the arrest results in either a plea or conviction, the student will lose all privileges of participation in extracurricular or athletic activities for a minimum of at least one calendar year following the plea or conviction. After one year, the student may apply to the building principal for the suspension to be lifted. If the student is not satisfied with the decision of the building principal, the student may appeal the matter to the Superintendent.

**FERPA & PPRA:**

**Family Educational Rights and Privacy Act:** Under the Family Educational Rights and Privacy Act (FERPA) [20 USC 1323g], you have the right to:

1. Inspect and review, within 45 days of the day the district receives a request, the education records of a student who is your child, or in the case of a student who is 18 years of age or older, or those who are emancipated, your own education records. Parents or eligible students should submit to the administration a written request identifying the record(s) they wish to inspect. The administration will make arrangements for access and provide notice of such arrangements.
2. Request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. To request the school district to amend records the parent or eligible student should write to the school principal, specifying the part of the record they want changed, and why it is inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the district decides not to amend the record it will notify the parents or eligible students of the decision and inform them of their right to a hearing. Additional information regarding the hearing procedure will be provided with the notification of the right to a hearing.
3. Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the Act and regulations promulgated pursuant to the Act authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
4. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the district discloses educational records without consent to officials of another school district in which a student seeks or intends to enroll.

Treutlen County Board of Education designates the following information as directory information. Unless a parent or eligible student makes a written request within ten (10) days of enrollment to the principal of the school where the student is enrolled that such information not be designated



directory information, such information will not be considered confidential and will be disclosed to individuals, agencies and organizations that request the information.

- a) student's name
- b) student's participation in clubs and sports
- c) weight and height of student if he or she is a member of an athletic team
- d) dates of attendance at Treutlen County Schools
- e) awards received during the time enrolled in Treutlen County Schools.

One of the provisions of the No Child Left Behind Act is that local school systems must provide to military recruiters or an institution of higher learning, upon request, the names, addresses and telephone numbers of high school students. A high school student or the parent may request that the information not be released without parent consent. The legislation further provides that schools must notify parents of the option to request that the high school not release such information and the school must comply with any request.

If you do not wish for your student's information to be provided to military recruiters or postsecondary institutions, you may notify, in writing, the high school that your child attends within ten (10) days of student enrollment. Otherwise, we will provide such information to a requesting military recruiter or postsecondary school without further notice to you.

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:  
Family Policy Compliance Office  
U.S. Department of Education  
600 Independence Avenue, S.W.  
Washington, DC 20202-4605

**NOTICE TO PARENTS/GUARDIANS AND ELIGIBLE STUDENTS OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA):**

- A. Parents and eligible students (18 or older or emancipated minors) shall be notified at the beginning of the school year of the approximate dates during the school year when any of the activities listed below are expected to be scheduled. The Board of Education has developed and adopted policies, in conjunction with parents, regarding the activities described in paragraph 1. In accordance with Board policies, prior written consent must be obtained from parents before students are required to submit to any survey that contains questions about one or more of the areas listed in subparagraph (1)(A) and that is funded in whole or in part by the U.S. Department of Education. You have the right to inspect any survey or instrument used in the collection of information under subparagraphs (1)(A) and (1)(B) before the instrument is administered or distributed to a student and to opt your student out of participation in any activities described in paragraph (1) in accordance with regulations developed by the Superintendent.
- (A) The administration of any survey containing one or more of the following items:
  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. Sexual 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.

- (B) 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).
  - (C) Any nonemergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school and scheduled by the school in advance, and not necessary to protect the immediate health and safety of the student, or of other students.
- B. Parents or guardians may, upon request, inspect any instructional material used as part of the educational curriculum for their student.
- C. The school is required by federal law to give this notice to parents. However, the school does not have scheduled any such activities as are described in paragraph 1. If any such activities are initiated during the school year, parents/guardians will be notified accordingly and will be afforded all the rights as described herein.

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

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

*Parents may contact the school principal for this information.*

**FIELD DAY (middle school):**

Any student who has **5 or more** discipline referrals throughout the school year will not be allowed to participate in Field Day. Parents who attend field day **must** stay within the **DESIGNATED** area during all of the activities on Field Day.

**FIELD TRIPS:**

School sponsored field trips **must** have an educational objective and be aligned with a GSE standard. In order for a student to participate in a field trip, he/she **must** have a parental permission form completed and signed by the parent/guardian. Students who participate in extracurricular activities (this also includes athletes, band members, and cheerleaders, team managers, etc.) must ride home with school supervisors in the transportation provided by the school. The school supervisor may release the student to the parent/legal guardian only. A student who has **5 or more** discipline referrals for inappropriate behavior throughout the school year will not be allowed to go on field trips.

**Field trips must be requested by the sponsoring teacher; submitted to the School Nutrition Director and Transportation Director for confirmation/approval; then approved by the principal and the superintendent. No field trip may be taken without appropriate prior approval. Field trip privileges may be revoked by the administrator. Students may not be excused from In-School Suspension (ISS) during the school day to attend field trips, participate in athletic events, or other school activities. Students who attend or participate in any activity conducted for the benefit of the students, whether school sponsored or supported by private organizations such as booster clubs, sports organizations, or similar groups, with the prior approval of the Board of Education, and without regard to whether the event takes place on school property, are subject to the students' discipline code during the activity or while traveling to and from the activity.**

**FIRE, LOCKDOWN, AND TORNADO DRILLS:**

Drills will be conducted throughout the school year. Students will move in an orderly and silent manner to areas directed by the teacher. If a student pulls a fire alarm, law enforcement will be notified.

**FLYER PROCEDURES:**

There will be a designated table or display available for anyone wishing to distribute information to the students and/or staff. This information must be presented to the superintendent for approval prior to delivering the flyers to the school. Contact the Board of Education Office for a copy of the flyer procedures if interested.

**FOOD AND BEVERAGES AT SCHOOL:**

Refer to the Cafeteria Services on page 12.

**FUNDRAISERS:**

The principal, superintendent, and the BOE must approve all fund raising activities in advance. In order to be considered for approval, all requests **must** be in compliance with federal, state and local policies, rules and regulations. Only school sponsored fundraisers can be sold at school to TMHS students.

**GEORGIA SPECIAL NEEDS SCHOLARSHIP PROGRAM:**

This program may provide eligible special education students the opportunity to attend an approved private school or another public school. Please go to the Georgia Special Needs Scholarship website at <http://public.doe.ga.us/sb10.aspx> for more information about the state scholarship program.

**GIFTED ELIGIBILITY:**

Students in grades K-12, who demonstrate a high degree of intellectual, academic, creative and/or artistic ability are provided with special instructional services in the gifted program. Eligibility criteria for placement in this program are determined by the Georgia Department of Education and the local Board of Education. Teachers, counselors, administrators, parents or guardians, peers, self, and other individuals with knowledge of the student's abilities may make referrals for consideration for eligibility for gifted services.

**GRADUATION:**

**Graduation Requirements:**

Treutlen County Board of Education will follow policy and procedures established by Georgia Code: IHF(6); 160-4-2-.48 HIGH SCHOOL GRADUATION REQUIREMENTS FOR STUDENTS ENROLLING IN THE NINTH GRADE FOR THE FIRST TIME IN THE 2008-09 SCHOOL YEAR AND SUBSEQUENT YEARS and Local Policy IHF (6). To be eligible for participation in graduation ceremonies, students must have completed all requirements for a diploma and all state assessment requirements.

A course shall count only once for satisfying any unit of credit requirement for graduation. See the following chart for **required units**:

English/Language Arts	4 units
Mathematics	4 units
Science <i>The 4th Science unit may be used to meet both the Science and CTAE pathway</i>	4 units
Social Studies	3 units
CTAE <i>and/or Modern Language/Latin and/or Fine Arts</i>	3 units
Health and PE	1 units
Electives	4 units
<b>TOTAL UNITS</b>	<b>23 units (MINIMUM)</b>

**Students taking ACCEL or Advanced Placement courses will get a 5 point increase that will be reflected in their grade if they successfully complete the appropriate course with a passing grade.**  
**Classification for High School Students:**

Freshman (9 <sup>th</sup> grade)	= students with 0 - 4 credits
Sophomore (10 <sup>th</sup> grade)	= students with 5 - 10 credits
Juniors (11 <sup>th</sup> grade)	= students with 11 - 16 credits
Seniors (12 <sup>th</sup> grade)	= students with 17 or more credits

**\*\*Students must** have successfully completed 23 units in order to graduate or receive a certificate.

The time, place, and program for graduation will be arranged by the principal in cooperation with the senior sponsors and the Board of Education. Students must satisfy requirements for a diploma or certificate before participation in graduation exercises. All prospective graduates must participate in graduation practices in order to march in the graduation exercises with their class.

#### **Honor Graduates:**

1. **Class ranking** for all students will be determined using grades from the 9, 10, 11, and 12 grade years.
2. Beginning with the Class of 2013 and beyond, **ONLY** core academic courses will be used in determining **honor graduate** status. CORE: Math, Science, English, Social Studies, and Foreign Language.
3. To be eligible for honor graduate status, a student must be college ready. (MUST have completed 4 core classes in each of the following: Math, Science, and English; 3 core classes in Social Studies; and 2 core classes in Foreign Language.)
4. To be eligible for honor graduate status, a student must have a ninety (90) or better overall average in work completed. **NOTE:** Beginning with the Class of 2013 and beyond, there will be no rounding of grades. If a student has an average of 89.99, it will **not** count as a 90 average.
5. Grades received through the first semester of the senior year will be averaged to determine prospective honor graduates. **NOTE:** Beginning with the Class of 2013 and beyond, there will be no rounding of grades. If a student has an average of 89.99, it will not count as a 90 average. Second semester grades will be included for final determination. Rank in class will be determined at the end of the year.
6. To be valedictorian, a student must have attended Treutlen High School for his/her entire junior and senior years. He/she must also have met all other Honor Graduate requirements and be ranked #1 in his/her senior class.
7. To be salutatorian, a student must have attended Treutlen High School for his/her entire junior and senior years. He/she must also have met all other Honor Graduate requirements and be ranked #2 in his/her senior class.
8. In case of a tie, CEEB scores attained on Scholastic Aptitude Test will determine which student receives a superior rank in class.
9. Prospective honor graduates must have a 90 average before taking pictures for the yearbook. **NOTE: No rounding.**
10. A student must have passed and met all state testing requirements and be receiving a regular diploma in order to become an honor graduate.

#### **Star Student:**

The star student will be selected in accordance with the eligibility requirements established by P.A.G.E.

The requirements are as follows:

1. Be in upper 10 percent scholastically of his/her class. This is to be determined on a cumulative basis beginning with the first semester of the 9<sup>th</sup> grade and ending with the junior year.
2. Be a legally enrolled senior.
3. Attend a fully accredited private or public school accredited by the Georgia Accrediting Commission.
4. Take the SAT from any test administration through November of the senior year.
5. Make scores on the SAT equal to the latest national high school average.
6. Math, Critical Reading, and Writing scores from one test date must be used – combined scores from two test dates may not be used.

## **ELIGIBILITY FOR ATHLETICS**

Senior Spring Athletes must take a total of 2.5 credits in the Fall semester of their senior year to be eligible to participate in Spring Sports. College classes count as 1 credit. If two classes are taken at a college, the student must take at least one class at Treutlen High School to remain eligible in the Spring Semester of your senior year. If you take one college class in the fall, you must take at least 3 classes at Treutlen High School in the fall to remain eligible for spring sports.

### **GHSA eligibility rules are as follows:**

To be eligible to participate and/or try-out for a sport or activity, a student must be **enrolled full time in grades 9-12 inclusive at the school seeking eligibility for that student.**

#### **A. Enrollment is defined as follows:**

1. **Fall Semester:** when the student participates in a practice or contest before classes begin, or the student attends classes.
2. **Spring Semester:** when the student attends classes.
3. A student may be enrolled in only one (1) high school at a time.

#### **B. The student must be in regular attendance.**

#### **C. The student must be taking courses that total at least 2.5 Units that count toward graduation.**

#### **D. All or part of the course load of a student may be taken online through a virtual school as long as the student's grades are being kept at the school in which the student is enrolled. Grades from virtual school courses must be on file at the school by the first day of the new semester for the student to be eligible.**

## **SCHOLASTIC STANDING / SCHOLARSHIP**

To be eligible to participate, practice, and/or try out in interscholastic activities, a student must be academically eligible. A student is required to pass classes that carry at least **2.5 Units** counting toward graduation the semester immediately preceding participation. The window of opportunity to try out under these conditions is available only during the ten (10) consecutive school days set aside for tryouts that the school chooses.

#### **A. Passing in all GHSA member schools is a grade of seventy (70).**

#### **B. Students participating in junior varsity or "B" team competition **must meet all scholastic requirements.****

#### **C. If an eligible student transfers from a school that uses a block-schedule format to a school using a traditional format (or vice versa) and that student cannot get a full schedule of classes with equivalent credit in the semester of the transfer, the school may petition the Executive Director for a waiver of this rule for the first semester after the transfer occurs.**

#### **D. For schools offering courses with yearlong grading, eligibility must be computed for each semester.**

1. At the end of the first semester, the school must determine that the student has a grade of 70% or higher in classes carrying at least 2.5 Units.
2. The second semester grade will be the grade given for the entire course and shall include the end-of-course test grade.
3. Remediation programs designed to bring the student's first semester grade up to 70% or higher may be used (in accordance with GHSA guidelines) if the school allows such programs for all students.

Students gain or lose eligibility on the first day of the subsequent semester.

#### **1. Summer school is an extension of the previous semester and courses may be:**

- a. remedial in nature where a previously-taken course is repeated in its entirety with a new grade being given.
- b. enrichment in nature where a new course is taken that results in new credit being earned.

#### **2. A maximum of two (2) unit credits earned in summer school may be counted for eligibility purposes. NOTE: Additional credits may be earned in credit recovery programs or make-up programs after the start of the new semester.**

#### **3. Summer school credits earned in non-accredited home study programs or non-accredited private schools may not be used to gain eligibility. Accreditation recognized under the rule shall be from the**

Georgia Accrediting Commission (GAC) or a regional accreditation agency (such as SACS) or the Georgia Private School Accreditation Council (GAPSAC).

4. An independent study course taken in summer school must be regionally accredited and accepted by the school system for graduation credit.
  - Courses completed after the beginning of a new semester may not be used to gain eligibility for that semester. Example: night school classes, correspondence courses, etc.

#### **HALL PASSES/AGENDA:**

Before a student leaves a teacher's room he/she must have the hall pass section in your agenda filled out and initialed by the teacher or school official. Anyone caught without a signed agenda will be sent back to class. Repeated offenses may result in disciplinary action.

#### **HEAD LICE / SCABIES / BEDBUGS:**

Periodic checks will be made for head lice. Teachers will notify the office of suspected cases. In order to avoid as much embarrassment as possible, those students will be called to the office to be rechecked. If nits or lice are found, the student will be sent home immediately. The student will be allowed to return to school when he/she presents a certificate from the Health Department stating that the student has been treated and is completely free of nits and lice. All nits must be removed from the hair before the student returns to school. Students should be treated for lice on the same day sent home and return to school the next day. Students will receive an unexcused absence if absent more than one day for treatment of lice. The same procedures will be followed if a student is suspected of having scabies or bedbugs.

#### **HOMECOMING QUEEN AND ATTENDANTS:**

Procedures for selection:

Grades 9 – 12 will select girls from their respective grades to serve as attendants to form the queen's court. **Twelfth grade** will select 5 girls; **Eleventh grade** will elect 3 girls; **tenth grade** will elect 2 girls; and **ninth grade** will elect 2 girls. All girls will be selected based on popular vote.

#### **LOCKERS:**

Lockers are furnished free to each student. Lockers are school property and school officials may make periodic inspections without the consent of the student or parent. The student is responsible for the care of his/her locker and should not write, place stickers or any other decorations in or on the locker. Lockers should be locked at all times and valuables should be left at home.

#### **MEDICATION:**

Medications are rarely necessary for students during the school day. They are justified only in chronic health conditions or short-term acute health conditions. TMHS encourages the administration of medications to be done at home if possible.

All medication must be given to the nurse. Under exceptional circumstances the nurse and school administrator may keep medication with a teacher in the classroom with prior approval. If under exceptional circumstances a student is required to take oral medication during school hours, the school nurse in compliance with the following regulations will administer it.

1. The Treutlen County School System will be using a packaging system for student medications. TMHS will no longer accept loose pills in medicine bottles.

Please ask the student's pharmacist to provide the school with pre-packaged medications that has the following information on each pre-packaged dose.

- a. Student Name
- b. School Name
- c. Date/Time of Dosage
- d. Name of Medication/Expiration Date
- e. Generic Name (if applicable)

- f. Name of Doctor
  - g. Directions
2. An individual record will be kept of such prescription and non-prescription medication administered by school personnel.
  3. Medication will be stored in a clean cabinet or container. Any exceptions (asthma inhalers, etc.) to this provision must be specifically stated by the physician on the written form.
  4. NO student should EVER bring medication to school to give to the nurse. A parent/guardian or designated adult is responsible for ensuring the medication is taken to and received by the school nurse for safety reasons.

Unless these requirements can be met, medications will not be administered at school. No student should ever give medicine, prescription or non-prescription, to other students. The school does not administer Tylenol, Advil, etc., unless it is in the original container and follows the same rules that would apply to other prescription medications. The school does not provide medicines for students.

**MOMENT OF REFLECTION / SILENCE:**

Each day during homeroom, a minute of reflection or moment of silence will be observed. All students will remain quiet during this time. Misbehavior will be subject to the behavior code of the school and handled just as all other behavior problems.

**PARENT NOTIFICATIONS:**

Parents may be notified of special dates/events/school closings/etc. via multiple formats including but not limited to flyers, Remind 101, school website, school handbook, text from the Principal (for parents who have signed up for this messaging system), or any district notification system that may be in place.

**PARENT/TEACHER CONFERENCES:**

Parents may schedule conferences with teachers before or after school, on Early Dismissal Parent Conference Days, or during a teacher's planning period. Conferences cannot be held during instructional time. Please call 912-529-7131 to schedule a conference with the teacher or school administrator.

**PARENTAL INVOLVEMENT NIGHTS:**

Parental Involvement Nights are scheduled throughout the year. They are designed to allow parents to visit their child's school or classroom and to see and hear about the exciting things that are happening at Treutlen Middle/High School.

**PHYSICAL EDUCATION:**

When participating in physical education (PE) classes, each student is required to dress out in appropriate PE attire. Students will not be allowed to participate in PE without dressing out. Before leaving PE class, students will be required to change into their school clothes.

**PICTURES/PHOTOGRAPHS:**

A photographer will come to the school each year to take individual pictures of students. Students will be notified when pictures will be taken.

The Treutlen County Board of Education designates students' work and all multi-media formats, including photographs and videos, as property of the school system. Unless a parent or eligible student makes a written request within ten (10) days of enrollment to the principal of the school that said documents may not be used, these documents will not be considered confidential and may be used by the school and district for educational, instructional, or promotional purposes determined by the district in broadcast and electronic media formats now existing or in the future created.

### **PROM (School-Sponsored Junior-Senior Prom):**

- Location:** THS Gym
- Cost:** Students will purchase tickets (non-refundable). Jr. & Sr. classes would also have fundraisers as necessary. This will cover decorations and DJ.
- Attendees:** Open to all THS Juniors and Seniors. These students may bring a guest that is not a THS student under the following criteria:
- Guest must be under 21 years of age.
  - Guest name must be submitted to THS administration no later than 2 weeks prior to the prom.
  - Information required will be name, age, residence, and graduation date (if applicable).
  - All non-THS students must be approved by administration in order to attend the prom. Non-THS students will be notified of approval (or denial) prior to the date of the prom.
- Dress Code:** Boys must wear tuxedos or suit with tie.  
No tennis shoes will be allowed.  
Girls' dresses must not allow any midriff to be exposed.  
Students will not be allowed to change clothes during the prom.
- Music:** No vulgar music allowed.  
No music with profanity will be allowed.  
Radio edited music only to be played.  
Administration and sponsors will meet with DJ prior to the prom.
- Security:** THS teachers and staff will chaperone. In the event additional chaperones are needed, they will be approved prior to the prom.
- Off duty law enforcement will be hired to provide parking lot security.
  - Students and parents will be required to sign a form agreeing to abide by all rules.
  - Once students have arrived at the prom they must remain in the building. If they leave the building, they will be required to leave the prom. Students and guests will be required to sign-in when they arrive and sign-out when they leave.
- Pictures:** A professional photographer will be onsite to take pictures.
- Activities:** Theme will be selected and voted on by the Jr. and Sr. classes.  
Prom King & Queen will be 1 male and 1 female elected by the Sr. class.  
Sr. Walk: Each senior will be provided 2 passes for adult family members to attend as guests.

### **RESTROOM PROCEDURES:**

Teachers will supervise students on regular bathroom breaks. If an emergency should arise, the student should ask his/her teacher for special permission to go to the restroom. **If a student has a medical problem that requires special accommodations, a note from the doctor will be required.**





**School-Parent Compact  
Treutlen Middle High School  
2018-2019  
Revised: May 21, 2018**

Dear Parent/Guardian,

Treutlen Middle High School, students participating in the Title I, Part A program, and their families, agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement as well as describes how the school and parents will build and develop a partnership that will help children achieve the State's high standards.

**JOINTLY DEVELOPED**

*The parents, students, and staff of Treutlen Middle High School partnered together to develop this school-parent compact for achievement. Teachers suggested home learning strategies, parents added input about the types of support they needed, and students told us what would help them learn. Parents are encouraged to attend annual revision meetings held late spring/early summer each year to review the compact and make suggestions based on student needs and school improvement goals. Parents are also encouraged to participate in the annual Title I parent survey that is also used as a tool to collect parent feedback regarding the current Title I programs and policies.*

To understand how working together can benefit your child, it is first important to understand the district's and school's goals for student academic achievement.

**TREUTLEN COUNTY SCHOOLS' GOALS:**

*By the end of the 2018-2019 school year, the District Mean Growth Percentile will increase from a level II to a level III.*

*By the end of the 2018-2019 school year, increase student achievement in ELA math, science, and social studies by 3% of level III and level IV on the GMAS.*

**TREUTLEN MIDDLE/HIGH SCHOOL'S GOALS:**

*By the end of the 2018-2019 school year, the school mean growth percentile will remain at a level III.*

*By the end of the 2019, increase student achievement in ELA, math science, and social studies by 3% at levels III and IV on the GMAS.*

To help your child meet the district and school goals, the school, parents/guardians, and students will work together in the following ways:

**SCHOOL/TEACHER RESPONSIBILITIES:**

Treutlen Middle High School will

*Provide high quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards by: Teaching Georgia Standards of Excellence using research-based instructional strategies and by striving to meet the needs of every student.*

*Provide parents with frequent reports on their child's progress via: Report Cards/Progress Reports, Parent Portal, State Assessment reports, as well as any other requested conference or assessment reports.*

*Provide parents reasonable access to staff via: Orientation, Parental Involvement Activities, Open House, Parent Conference Days, and Face to Face/Phone Conferences at times suitable for all parties.*

*THS teachers will provide parents with information regarding post-secondary opportunities, class options, and career readiness.*

*TMS teachers will provide writing activities and reading comprehension strategies to family to support at home learning.*

*Teacher qualifications are available upon request.*

**PARENT RESPONSIBILITIES:**

We, as parents, will

*See that my child is punctual and attends school regularly.*

*Communicate with my child's teachers on a regular basis regarding academic progress and how to meet my child's individual needs.*

*Support the school in developing positive behaviors.*

*Provide a home environment that encourages my child to learn via the usage of resources provided by the school.*

*Be aware of my child's academic goals and progress towards those goals.*

*Parents will:*

- 1. Ensure that their child is punctual*
- 2. Communicate with my child's teachers on a regular basis*
- 3. Support the School in developing positive behaviors*
- 4. Promote a home environment that encourages my child to learn*
- 5. Stay aware of what my child is learning*
- 6. See that my child completes homework assignments*

**STUDENT RESPONSIBILITIES:**

*Attend school regularly and on time*

*Show respect for myself, my school, and other people*

*Believe that I can and will learn*

*Obey the school and bus rules*

*Always try to do my best in all school settings*

*Work cooperatively with my classmates, teachers, and other school staff*

*Students will be provided resources to learn how to work on skills outside of the school setting to further their college and career opportunities.*

**COMMUNICATION ABOUT STUDENT LEARNING:**

Treutlen Middle High School is committed to frequent two-way communication with families about children's learning. Some of the ways you can expect us to reach you are

- *Parent Portal*
- *Remind 101*
- *Parent-Teacher conferences*
- *Emails to parents on student's progress*
- *One Call*
- *Phone calls*
- *Other*

**ACTIVITIES TO BUILD PARTNERSHIPS:**

Treutlen Middle High School offers ongoing events and programs to build partnerships with families.

- *Parent-Teacher Conferences*
- *Parent Workshops*
- *Parental Involvement Activities*
- *Parent Resource Center*
- *Volunteering / Observing via TCS policy*
- *Open House*
- *Awards Banquets*

**A copy of the School-Parent Compact will be sent home at the beginning of the year for the parent/guardian and student to sign and return to the teacher. We look forward to our school-parent partnership!**

## **SCHOOL-PARENT INVOLVEMENT PLAN:**

### ***Treutlen Middle/High School Parent Involvement Plan for Shared Student Success 2018-2019 School Year Plan Revised May 03, 2018***

#### **School Plan for Shared Student Achievement**

**What is it?** This is a plan that describes how Treutlen Middle/High will provide opportunities to improve parent engagement to support student learning. Treutlen Middle/High values the contributions and involvement of parents in order to establish an equal partnership for the common goal of improving student achievement. This plan describes the different ways that Treutlen Middle/High will support parent engagement and how parents can help plan and participate in activities and events to promote student learning at school and at home.

**How is it developed?** Treutlen Middle/High School welcomes parent input and comments at any time regarding the plan. All parent feedback will be used to revise the plan for next year. The plan will be posted on the school website for parents to view and provide feedback throughout the year. TMHS is also working on an annual survey online and by mail to ask parents for their suggestions on the plan and the use of funds for parent involvement. Parents can also give feedback during the annual Back to School Bash and the first school council meeting to revise the plan for the upcoming school year.

**Who is it for?** All students participating in the Title I, Part A program, and their families, are encouraged and invited to fully participate in the opportunities described in this plan. Treutlen Middle/High will provide full opportunity for the participation of parents with limited English, parents with disabilities, and parents of migratory children.

**Where is it available?** At the beginning of the year, the plan is included in the student handbook that is given to all students. As a reminder, TMHS will give the plan to all parents in August during the scheduled Open House event. Parents can also retrieve a copy of the plan in the Parent Resource Center.

#### **Let's Get Together!**

Treutlen Middle/High will host the following events to build the capacity for strong parental involvement to support a partnership among the school, parents, and the community to improve student academic achievement

**Open House-** July 31, 2018

**Freshman Class Parent Meeting-** August 7, 2018

**Senior Class Parent Meeting-** August 16, 2018

**Annual Title 1 Meeting-** September 11, 2018

*We invite you to an evening of learning in regards to our Title I program, including our parent involvement policy, the school-wide plan, as well as the school-parent compact. Parents will have the opportunity to speak with teachers regarding student academic and/or behavioral progress.*

*Parents will be notified via the school website, Remind 101, and One Call.*

**Parent/ Teacher Conferences-**September 14, 2018

*Scheduled updates on your child's progress*

**Parent Involvement Night-** October 11, 2018

*Parents will obtain updated information regarding child's academic performance and learn effective strategies to help your child succeed.*

**Parent Involvement Night-** January 7, 2019

**Parent/ Teacher Conferences-** February 15, 2019

*Scheduled updates on your child's progress*

**Lunch and Learn-**March 7, 2019

### **Treutlen Middle/High is Expanding its Horizon!**

Treutlen Middle/High will take the following measures to promote and support parents as an important foundation of the school in order to strengthen the school and reach our school goals. We will –

- ✓ Ensure that all information related to school and parent programs, meetings, and other activities is published in both English and Spanish, and posted on the school website and included in the monthly school newsletter for all parents.
- ✓ Conduct staff development each month on parent involvement practices and effective strategies for staff to communicate and build partnerships with parents.
- ✓ Share information in English and Spanish in the school newsletter for parents to understand the school's academic standards and assessments as well as the ways parents can monitor their child's progress and work with educators.
- ✓ Communicate with all families and the community on a regular basis regarding school wide events and activities, such as phone messages, social media, and flyers.
- ✓ Work with our parents to develop relevant trainings and helpful presentations to educate our staff on the importance of parental involvement.
- ✓ Provide necessary materials for parents at conferences, meetings, and activities to help parents work with their child to improve their child's achievement.
- ✓ Collaborate with community leaders and business groups to increase participation and awareness of the school parental involvement plan and activities.
- ✓ Listen and respond to parents' requests for additional support for parental involvement activities.

### **SCHOOL START / END TIMES:**

Instructional time for students in Middle and High School will begin promptly at 7:50 a.m. Dismissal for Middle/High School students will be at 3:15 p.m.

### **SENIOR CLASS OFFICERS:**

Senior class officers must meet eligibility requirements. All officers will be elected by popular vote.

### **SENIOR SUPERLATIVES:**

The members of the senior class will elect 15 percent of their class for senior superlatives. This will be done by secret ballot. The following qualities shall be considered when selecting superlatives:

Initiative	Loyalty to Treutlen High School
Talent	Moral Integrity
Cooperation	Kindness
Dependability	Perseverance

All superlatives must have passed all subjects the preceding year.

### **SMOKE-FREE / DRUG-FREE CAMPUS:**

Treutlen County Schools (TES/TMHS) and all school property are smoke-free and drug-free campuses. Smoking is not allowed anywhere on campus at any time. This includes during school hours and at after school events and activities.

### **SUMMER SCHOOL:**

Students may make up credit upon approval of the principal or counselor in accordance with Georgia Accrediting Commission Standards and/or AdvancEd/SACS/CASI standards. Two units are the maximum credits that can be earned in summer school.

### **TECHNOLOGY:**

#### **Treutlen County Public School System Acceptable Use Policy/Procedures**

Internet access is available in the Treutlen County School System. We are very pleased to bring this access to our schools and believe the Internet offers vast, diverse and unique resources to our students and staff. Our goal in providing this service is to promote educational excellence in the curriculum by

facilitating communications for resource sharing and innovation. On a global network it is impossible to control all materials, and an industrious user may discover controversial information. In an effort to provide a safe environment for our users, a monitoring system has been deployed within the Treutlen County Wide Area Network. It is the position of the Treutlen County School System (TCSS) that the valuable information and interaction available on this worldwide network far outweigh the possibility that users may procure material that is not consistent with the educational goals of this system.

### **Internet Guidelines**

The Treutlen County School System guidelines are provided so that users are aware of the responsibilities they are about to accept. If a TCSS user violates any of the following provisions, his or her access may be terminated. Disciplinary actions may be taken which could result in appropriate legal action being initiated.

### **Student Due Process**

If a Treutlen County School System student violates any of the following provisions, his or her access may be terminated. Disciplinary actions may be taken which could result in suspension or appropriate legal action being initiated. The site administrator or designee will investigate allegations of student violations of Internet Acceptable Use Policy/Procedures. The student will be notified and provided an opportunity to respond to the allegations. Activities on the Internet that are in violation of the Treutlen County School System Code of Conduct will be handled in accordance with that code. The student's parent(s) and appropriate legal authorities will be contacted if there is any suspicion of illegal activity.

### **Internet - Terms and Conditions**

**Privileges:** The use of the Internet is a privilege, not a right, and inappropriate use may result in cancellation of this privilege. Every TCSS user must participate in an orientation session concerning the appropriate educational use of the Internet and sign a User Internet Agreement Form at least annually. (Employees/Parents – User Agreement Form; Students – Code of Conduct signature page 3)

### **Usage Guidelines:**

#### *A. Internet*

1. Do not reveal personal information or that of others, such as home address or home phone number unless utilizing an approved application deemed appropriate by the superintendent or his/her designee.
2. Do not search for or access inappropriate sites.
3. Do not view or transmit any racist, sexist, pornographic, obscene, or threatening material.
4. Do not make solicitations or purchases of a personal nature.
5. Do not conduct unethical or illegal activities of any kind.
6. Do not conduct commercial, for-profit activities.

Downloading of any copyrighted material requires permission from the owner of the materials and should adhere to Federal Copyright Laws - <http://www.copyright.gov/>

#### *B. Social Media Procedures*

The district recognizes the use of online social media networks as a communications and e-learning tool. As a result, the district provides password-protected, innovative social tools for e-learning and collaboration purposes. However, public social media networks may not be used for classroom instruction without prior consent of the superintendent or designee. The district may use publicly available social media for fulfilling its responsibility for effectively communicating in a timely manner with the general public, through designated employees at the direction of the superintendent or designee.

#### *C. Procedures for iPads/Chromebooks/Laptops/etc. Issued to Students*

1. School district technological resources are provided for school-related purposes. Acceptable uses of such technological resources are limited to responsible, efficient and legal activities that support learning. Use of school district technological resources for political purposes or for

commercial gain or profit is prohibited. Student personal use of school district technological resources for amusement or entertainment is also prohibited.

2. School district technological resources are installed and maintained by members of the Technology Department. Students and employees shall not attempt to perform any installation or maintenance without the permission of the Technology Department.
3. Under no circumstance may software purchased by the school district be copied for personal use.
4. Students and employees must comply with all applicable laws, including those relating to copyrights and trademarks, confidential information, and public records. Any use that violates state or federal law is strictly prohibited. Plagiarism of Internet resources will be treated in the same manner as cheating, as stated in the Student Code of Conduct.
5. No user of technological resources, including a person sending or receiving electronic communications, may engage in creating, intentionally viewing, accessing, downloading, storing, printing or transmitting images, graphics (including still or moving pictures), sound files, text files, documents, messages or other material that is obscene, defamatory, profane, pornographic, harassing, abusive or considered to be harmful to minors. All users must comply with Board Policy on Bullying, when using school district technology.

### **Warranties**

The Treutlen County School System makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Treutlen County School System will not be responsible for any damages students or parents may suffer. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by network failure or a student's own errors or omissions.

### **Supervision and Monitoring**

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

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Technology Coordinator, Media Specialist or designated representatives.

### **CIPA BACKGROUND**

Full text of the Children's Internet Protection Act

[http://www.fcc.gov/ccb/universal\\_service/chipact.doc](http://www.fcc.gov/ccb/universal_service/chipact.doc)

FCC regulations implementing CIPA; FCC 01-120

[http://www.fcc.gov/Bureaus/Common\\_Carrier/Orders/2001/fcc01120.doc](http://www.fcc.gov/Bureaus/Common_Carrier/Orders/2001/fcc01120.doc)

SLD's FAQ on E-rate certification procedures and timing

<http://www.sl.universalservice.org/reference/CIPAFaq.asp>

### **Internet Filtering**

The Treutlen County School System is presently using an advanced filtering solution to choose, access and manage the type and level of online information that is most appropriate and relevant to the system's educational needs and goals, as well as reduce legal liability. The filtering software in place uses a sophisticated research process involving human review to continuously comb, analyze, and catalog each Internet site. This provides the most powerful, flexible tool available for assisting in the enforcement of the acceptable use policies (AUP) for the Treutlen County School System. It is prohibited to use personally owned equipment such as, but not limited to, smart cards, wireless cards, etc., to bypass the filtered Internet that TCSS has put in place. Software and websites that are used to bypass the filter such as anonymizers and proxies are prohibited. The Treutlen County Board of Education is not responsible for the content accessed by users who connect to the Internet on school-owned devices via their personal or public Internet access points.

### **Vandalism**

Vandalism will result in immediate cancellation of privileges and possible disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy. The use of TCSS computer equipment should not be used for unauthorized access to other networks.

### **User Information**

All TCSS users must complete and return a new Internet Procedures Agreement form at least annually. (Employee/Parent – Internet Agreement Form; Students – Code of Conduct Signature Form)

### **Acceptance**

All terms and conditions as stated in this document are applicable to the Treutlen County School System. These terms and conditions reflect the entire agreement of the parties and supersede all prior oral or written agreements and understanding of the parties. These terms and conditions shall apply to the laws of the State of Georgia and the United States of America.

### **Student Electronic Communication Guidelines**

Students being assigned an email and/or a network account by the Treutlen County Schools Technology Department must follow certain guidelines. This will be a privilege available only to students whose teacher deems it necessary to have these accounts for instructional purposes.

### **Guidelines**

1. Students will use their email account and network login for course-related activities only.
2. Students will NOT share their email or network password with anyone.
3. Students will NOT use the email account to conduct commercial or for-profit business activities.
4. Students will NOT view or transmit any racist, sexist, pornographic, obscene, or threatening material.
5. Students will NOT download any materials that are not related to course work.
6. Email correspondence will be monitored by the onsite advisor for the online course.
7. Students will not upload viruses to or destroy data on the Treutlen County School System network. This is considered vandalism and will result in immediate cancellation of privileges and possible disciplinary action.

### **Cameras or other Recording Devices**

Video or still recording devices are not permitted to be used in the school, without teacher approval. This includes those devices found on cellphones.

### **TELEPHONE USAGE:**

Students will not be allowed to use the telephone at any time unless permission is granted by office staff.

### **TEXTBOOKS:**

Textbooks must be preserved. Abused and/or lost books must be paid for at the rate prescribed. Rate of charges may be secured from the principal's office. If a student doesn't pay for lost or damaged books, parents will be notified by the principal's office.

#### **Age of Book**

New  
1 Year  
2 Years  
3+ Years

#### **Amount DUE**

Full Price  
4/5 of the original price  
3/5 of the original price  
1/2 of the original price



### **VISITORS IN SCHOOLS:**

The Treutlen County Board of Education is proud of our new PK-12 school and we encourage members of the community to visit our facility. In order to uphold our obligation to protect students and staff, we will adhere to the following guidelines and restrictions concerning visitors at school:

1. School principals are charged with the control of the school building and grounds under their jurisdiction and supervision.
2. Only parents or legal guardians are authorized to set up parent conferences with school personnel.
3. All persons visiting in the school or on the school grounds are required to report to the main office for permission to remain on campus. Visitors must obtain a Visitor's Sticker from the office and place the sticker on their shirt (top garment) so that it is immediately visible. Visitors will need to return to the main office to sign out before leaving the campus. A visitor is anyone who is not employed by the TCBOE or is not a student of Treutlen County Schools. **All visitors must be appropriately dressed for the school setting.**
4. Visitors wishing to visit with teachers or other staff members are encouraged to schedule a time before or after school. In the event that a visit during the school day is unavoidable, it must be scheduled during non-instructional time.
5. Any person failing to leave the school or school grounds after being asked to by the principal or designee may be referred to law enforcement.

## **APPENDIX:**

### **APPENDIX A: Glossary**

The following definitions may be used in reading and interpreting the code of conduct and transportation guidelines for students.

**Alternative School** is a separate school facility which provides educational services for the students placed there. Students are placed (tribunal or voluntary) for a semester or school year and must be successful with academics, attendance, and behavior to be eligible to return to the referring school. Students who withdraw after a tribunal must satisfy alternative school requirements upon reentry to the school system. Students in the Alternative School will wear **Alternative School Shirts** that will be provided for students enrolled in the program.

**Assault** is an attempt or threat to do violence to another. This will include

**Verbal assault** of other students, including threatened violence or sexual harassment as defined pursuant to Title IX of the Education Amendments of 1972.

**Physical assault** of other students, including sexual harassment as defined pursuant to Title IX of the Education Amendments of 1972.

**Battery** is an unlawful attack on another person by beating, wounding, or touching in an offensive manner.

**Breath Analyzer Test** is a test to determine the alcohol content in a person's blood stream. This test may be used if a student is accused of possession/consumption of alcohol. The student may refuse to give consent to this test; however, refusal would likely confirm that the accusation is true. The test can also be used to verify innocence. The reading of the test will become part of the report given to the disciplinary tribunal.

**Bullying** is defined by Georgia law and Treutlen County Board Policy JCDAG as an act which occurs on school property, on school vehicles, at school bus stops, or at school related functions or activities, or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of a local school system, that is

- 1) Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so;
- 2) Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or
- 3) Any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that:
  - a. causes another person substantial physical harm within the meaning of Code Section 16-5-23.1 or visible bodily harm as such term is defined in Code Section 16-5-23.1;
  - b. has the effect of interfering substantially with a student's education;
  - c. is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
  - d. has the effect of disrupting substantially the orderly operation of the school.

Upon a finding by a school administrator that a student has committed an act of bullying or is a victim of bullying, the administrator or designee shall notify the parent, guardian, or other person having control or charge of the student by telephone call or through written notice, which may be done electronically.

**Charges Filed** is taking legal action against someone for a crime.

**Detention** is assignment to a designated room on the school campus before, during, or after school for a specified period of time.

**Disciplinary Tribunal** is a hearing of disciplinary charges against a student conducted by a hearing officer.

**Discipline Strict Probation** is a trial period during which a student violating school and/or school system rules is subject to further disciplinary action. A student found guilty of certain offenses may be placed on probation by the school administration.

**Disobedience/Defiance/Insubordination** is the failure of the student to comply with a reasonable directive or instruction by a school employee.

**Disorderly conduct** is conduct that hinders the educational process. Conduct considered disorderly by **O.C.G.A. 16-11-39**.

**Disrespect** is responding in a rude manner.

**Due Process** is when a student is afforded oral or written notice of the charges against him/her and is given an opportunity for a review, hearing, or other procedural rights in accordance with state and federal laws.

**Excused Absence** is an absence due to personal illness of the student, serious illness or death in the student's immediate family necessitating an absence from school, a medical or dental appointment that cannot be scheduled outside the school day, a school-sponsored activity, or observance of a recognized religious holiday. Students who are under court order compelling attendance in court are also excused.

**Expulsion** is the long-term removal of a student from attendance in any school in the system by a disciplinary tribunal or the Treutlen County Board of Education.

**Gangs** are two or more students who dress or behave alike while intimidating other individuals or groups, claim to belong, or dress like gang members.

**In-School Suspension** is a restricted school environment where students are required to do school work under strict supervision, with no opportunity to socialize with their peers. Students placed in the in-school suspension program will be allowed to complete class assignments and tests missed in regular classes. Students who are in ISS will be allowed to participate in school-sponsored extracurricular activities **after school hours** **but** will not be allowed to leave ISS early to attend any event, activity, sport, field trip, etc. Students in ISS will wear ISS VESTS while assigned to ISS.

**Incident Report** is a law enforcement agency's record of an event taking place on school property.

**Parent Conference** is contact between the parent/guardian and school authorities.

**Possession** means holding something on one's person or in the belongings that an individual is responsible for, with or without rightful ownership. The belongings that one is responsible for include, but are not limited to, clothing, vehicle, locker, and book bag.

**Progressive Discipline** is a process designed to create the expectation that the degree of discipline will be in proportion to the severity of the behavior leading to the discipline, that the previous discipline history of the student being disciplined and other relevant factors will be taken into account, and that all due process procedures required by federal and state law will be followed (**O.C.G.A. 20-2-735**).

**Restitution** is the act of making good or compensating for lost, damaged, or stolen property.

**\*\*Saturday School** will be conducted on designated Saturdays from 7:00 AM until 11:00 AM. Students will be required to complete various work details and/or class assignments for the duration of Saturday

School. If a student does not show up or is not ON TIME, another day of Saturday School will be added to replace the day the student was late or not on time. If a student still does not show up, a discipline referral will be given to the student, warranting 1 day of OSS to replace the number of times the student did not attend Saturday School. The student will receive zeros while serving his/her Out of School Suspension. \*\*

**School Personnel** are all personnel employed in the school, including teachers, administrators, media specialists, counselors, clerical staff, paraprofessionals, substitute teachers, lunchroom staff, custodial staff, bus drivers, etc.

**School Property** is all property owned and operated by the Treutlen County Board of Education. The term "other school property" includes sites for school-sponsored activities and school vehicles.

**Suspension** is a temporary removal of a student from school for violation of the Code of Conduct. Contact must be made between the administration and the parent/guardian before the student may return to school. Students who are serving a suspension from school are not allowed to participate in any school-sponsored activity during the duration of the suspension. Suspension days are considered an unexcused absence, and students will receive a zero on graded assignments.

**Unexcused Absence** is a willful absence from school with or without the knowledge of the parent/guardian or an absence without good cause and approval of the school.

**Upbraiding** is any abusive or disrespectful behavior directed to a school employee.

**Violence** is the intent to cause harm to person or property through the use of extreme physical force. This is to include intentionally making physical contact of an insulting or provoking nature with the person of another or which causes physical harm to another unless such physical contacts or physical harms were in defense of himself or herself, as provided in **O.C.G.A. 16-3-21**.

**Waiver of Right to Attend Student Disciplinary Tribunal** allows parents the right to sign a waiver that states that they cannot attend or do not elect to attend a tribunal hearing because they do not wish to contest guilt. In the event a parent or student does not attend the hearing, it will proceed as scheduled.

**Weapons** may include, but are not limited to: (1) Any handgun, firearm, rifle, shotgun or similar weapon; any explosive compound or incendiary device; or any other dangerous weapon as defined in **O.C.G.A. § 16-11-121**, including a rocket launcher, bazooka, recoilless rifle, mortar, or hand grenade. (2) Any hazardous object, including any dirk, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of two or more inches, straight-edge razor, razor blade, spring stick, knuckles, whether made from metal, thermoplastic, wood, or other similar material, blackjack, any bat, club or other bludgeon-type weapon, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nun chuck, nunchaku, shuriken, or fighting chain, or any disc, or whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any instrument of like kind, any nonlethal air gun, and any stun gun or Taser. Such term shall not include any of these instruments used for classroom work authorized by the teacher.

**Work Detail** is a supervised activity related to the upkeep and maintenance of the school facility. Students may be assigned work detail in lieu of regular detention.

## **Appendix B: Treutlen County Bullying Policy – JCDAG:**

The Board of Education believes that all students can learn better in a safe school environment. Behavior that infringes on the safety of students will not be tolerated. Bullying, as the term is defined in Georgia law, of a student by another student is strictly prohibited. Such prohibition shall be included in the Student Code of Conduct for all schools within the school system.

Bullying is defined as follows: An act that is:

1. Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so;
2. Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or
3. Any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that:
  - (a) Causes another person substantial physical harm within the meaning of Code Section 16-5-23.1 or visible bodily harm as such term is defined in Code Section 16-5-23.1;
  - (b) Has the effect of substantially interfering with a student's education;
  - (c) Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
  - (d) Has the effect of substantially disrupting the orderly operation of the school.

The term applies to acts which occurs on school property, on school vehicles, at designated school bus stops, or at school related functions or activities, or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of a local school system. The term also applies to acts of cyberbullying which occur through the use of electronic communication, whether or not electronic act originated on school property or with school equipment, if the electronic communication (1) is directed specifically at students or school personnel, (2) is maliciously intended for the purpose of threatening the safety of those specified or substantially disrupting the orderly operation of the school, and (3) creates a reasonable fear of harm to the students' or school personnel's person or property or has a high likelihood of succeeding in that purpose. Electronic communication includes, but is not limited to, any transfer of signs, signals, writings, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system.

Procedures may be developed at each school encouraging a teacher or other school employee, student, parent, guardian, or other person who has control or charge of a student, either anonymously or in the person's name, at the person's option, to report or otherwise provide information on bullying activity. Any teacher or other school employee who, in the exercise of his or her personal judgment or discretion, believes he or she has reliable information that would lead a reasonable person to suspect that someone is a target of bullying is encouraged to immediately report it to the school principal. Any report will be appropriately investigated by the administration based on the nature of the complaint in a timely manner to determine whether bullying has occurred, whether there are other procedures related to illegal harassment or discrimination that should be implemented and what other steps should be taken. Any report of retaliation for reporting bullying will also be investigated and addressed as called for in this policy and in accordance with school procedures.

Acts of bullying shall be punished by a range of consequences through the progressive discipline process, as stated in the Code of Conduct. However, upon a finding by the disciplinary hearing officer, panel or tribunal that a student in grades 6-12 has committed the offense of bullying for the third time in a school year, the student shall be assigned to an alternative school.

Upon a finding by a school administrator that a student has committed an act of bullying or is a victim of bullying, the administrator or designee shall notify the parent, guardian, or other person having control or charge of the student by telephone call or through written notice, which may be done electronically.

Students and parents will be notified of the prohibition against bullying and the penalties for violating the prohibition by posting information at each school and by including such information in the student/parent handbooks.

## **APPENDIX C: Student Reporting of Acts of Sexual Abuse or Sexual Misconduct**

Pursuant to Georgia Code 20-2-751.7, the Professional Standards Commission has established the following state mandated process for students to follow in reporting instances of alleged inappropriate behavior by a teacher, administrator, or other school employee toward a student which shall not prohibit the ability of a student to report the incident to law enforcement authorities.

- (a) Any student (or parent or friend of a student) who has been the victim of an act of sexual abuse or sexual misconduct by a teacher, administrator or other school system employee is urged to make an oral report of the act to any teacher, counselor, or administrator at his/her school.
- (b) Any teacher, counselor or administrator receiving a report of sexual abuse or sexual misconduct of a student by a teacher, administrator or other employee shall make an oral report of the incident immediately by telephone or otherwise to the school principal or principal's designee, and shall submit a written report of the incident to the principal or principal's designee within 24 hours. If the principal is the person accused of the sexual abuse or sexual misconduct, the oral and written reports should be made to the superintendent or the superintendent's designee.
- (c) Any school principal or principal's designee receiving a report of sexual abuse as defined in O.C.G.A. 19-7-5 shall make an oral report immediately, but in no case later than 24 hours from the time there is reasonable cause to believe a child has been abused. The report should be made by telephone and followed by a written report, if requested, to a child welfare agency providing protective services, as designated by the Department of Human Resources, or in the absence of such agency, to an appropriate police authority or district attorney.
- (d) Reports of acts of sexual misconduct against a student by a teacher, administrator or other employee not covered by O.C.G.A. 19-7-5 or 20-2-1184 shall be investigated immediately by school or system personnel. If the investigation of the allegation of sexual misconduct indicates a reasonable cause to believe that the report of sexual misconduct is valid, the school principal or principal's designee shall make an immediate written report to the superintendent and the Professional Standards Commission Ethics Division.

## **APPENDIX D: School and Your Driver's License**

**School Attendance Required:** Any applicant who is younger than 18 years of age must be enrolled in and not under expulsion from a public or private school and has satisfied the attendance requirements for a period of one academic year prior to application for an instruction permit or driver's license. This suspension is mandated by O.C.G.A. 40-5-22(a.1) (2).

The Department will notify such minor of his or her ineligibility for an instruction permit or driver's license at the time of such application.

Any infraction of the above conduct offenses will be a one-year suspension, or the minor shall be suspended until his or her eighteenth birthday, whichever comes first.

Middle School student will not be allowed to drive to school.

### **Temporary Driving Permit**

A student can obtain a temporary driving permit from the Department of Driver Services to drive to and from work with a suspended license, if he or she has demonstrated the need for the permit. The permit would only be granted if the driver's license has been suspended for a school-related infraction or for dropping out of school.

## **APPENDIX E: SCHOOL CLUBS**

*Listed below are the various clubs that function within the school system. Where "To Be Announced" is indicated with "TBA," an advisor had not been named at the time of production for this Code of Conduct. Individuals may contact the school to inquire about the name of an advisor to be announced. If you **DO NOT** wish for your student to participate in any of the following clubs, you must sign and return the section on page 3 of this Code of Conduct indicating that you do not want your son/daughter to participate in clubs. If you would like to know specific activities of a club, you may contact the school for information.*

### **BETA Club:**

The purpose of the BETA Club is to promote character, develop leadership skills, encourage service involvement, and recognize student achievement. Students are invited to participate based upon their current academic standing in school. Club members participate in community service projects as well as attend state and local meetings.

Advisors- Lisa Byrd & Kregg Ricks

### **Family Career and Community Leaders of America (FCCLA):**

FCCLA is a national student organization designed to help young men and women become leaders and to address important personal, family, work and social issues through family and consumer science education. The club performs community service projects.

Advisor – Breanna Strickland

### **Fellowship of Christian Athletes (FCA):**

FCA focuses on serving local communities by equipping, empowering and encouraging people to make a difference for Christ.

Advisor – TBA

### **Future Business Leaders of America (FBLA):**

The mission of FBLA is to promote the understanding of free enterprise and workplace values and to encourage entrepreneurship and ethics in business. At the high school level, the association is for students preparing for careers in business or business related fields through leadership development programs. Students in FBLA participate in region and state competitive events and participate in fundraising activities to support worthy causes.

Advisor - TBA

### **Future Farmers of America (FFA):**

FFA promotes careers for those students interested in the field of agriculture. Students are involved in competitions throughout the year. Students attend state and local meetings.

Advisor - TBA

### **TMHS G.L.O.W. (Girls Lighting Our World)**

G.L.O.W. is a powerful leadership development program that serves girls 12-18. This service club is designed to help members make positive choices in their lives, thus; helping them create a positive future for others.

Advisors. Kristy Bennett & Crystal Coney

**4-H Club:**

Students participate in various activities, projections, and competitions throughout the year.

Advisor – County Extension Office Agents

**Junior BETA Club:**

The purpose of the Jr. BETA Club is to promote character, develop leadership skills, encourage service involvement, and recognize student achievement. Students are invited to participate based upon their current academic standing in school. Club members participate in community service projects as well as attend state and local meetings. Students will also abide by the provision of their BETA club handbook and rules for behavior.

Advisors- Amanda Herndon & Leverne Milton

**TMS Math and Science Club:**

The purpose of Math and Science Club is to promote the learning and usefulness of mathematics and science in school and in life.

Advisors – Leverne Milton & Soukeyna Walker

**TMS Art Club**

The purpose of the Art Club is to provide opportunities for students interested in extending knowledge and experience of arts. Art club fulfills a number of other functions as well, such as learning through teamwork and dedication sharing talents and ideas within a community, volunteering creativity to enhance our environments, and exposure to a larger realm of art.

Advisor – Lisa Harrell

**THS Math Club:**

The purpose of Math Club is to promote the learning and usefulness of mathematics in school and in life.

Advisors - Crystal Parrish & Teri Salter

**Youth Action Team:**

Members of the Youth Action Team will participate in service projects as part of a safe school initiative.

Advisor – Kristy Bennett (Tri-County Connections)

**Drama Club:**

Students will learn acting skills necessary to compete in school plays and dramatic arts as a member of the drama club

Advisor – Miriam Grimes

**Spanish Club:**

Students interested in joining the Spanish Club should see Spanish Teacher for guidelines.

Advisor – Nanci Solorzano



## **APPENDIX F: POLICY IHE (PROMOTION/RETENTION)**

The Board of Education ("the Board") shall require all schools governed by its authority to abide by the State Board of Education Rule 160-4-2-.11, which specifies how the state-adopted assessments administered in grades 3, 5, and 8 will be used in making promotion, placement and retention decisions for students once the Georgia Milestones Assessment Program is fully implemented by the State Board of Education.

The Board hereby authorizes each school to develop procedures or regulations that specify how the state-adopted assessments and what local promotion criteria will be used in making decisions concerning promotion, placement or retention of students in Grades 1, 2, 4, 6, and 7, (and for students in grades 3, 5, and 8 in years when reliance on state-adopted assessments has been waived). Such procedures or regulations must be approved by the Superintendent or designee(s) and shall provide for the following:

1. Each teacher shall be responsible for determining through a variety of assessments whether a student appears to be on grade level or achieving at a level which, with accelerated, differentiated, or additional instruction or interventions, would allow the student to perform at grade level by the conclusion of the subsequent school year.
2. Where the teacher believes the student is not performing at such level, the teacher must implement remediation efforts as set forth in regulations or procedures.
3. A mechanism shall be established whereby a school level team will review a student's performance prior to any decision to retain the student.
4. Prior to a student's retention, the student's parents must be notified of the possibility of retention and given the opportunity to attend a meeting to discuss the matter.

School level promotion and retention decisions may be appealed to the Superintendent or designee, whose decision shall be final.

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