

# 2019 – 2020

## Treutlen County Schools

### Student/Parent Handbook



*“Preparing all Students for Success in Life”*

# Treutlen County Schools

HOMEROOM \_\_\_\_\_

## STUDENT/PARENT HANDBOOK ACKNOWLEDGEMENT

I have received a copy of the 2019-2020 Treutlen County School System Student/Parent Handbook and have reviewed all the expectations and guidelines. I understand my rights and responsibilities as a student enrolled in Treutlen County School System.

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
School Name

\_\_\_\_\_  
Date

I acknowledge receipt of the Student/Parent Handbook for my student. I have reviewed the contents of the handbook with my student. In addition, I have reviewed on the school's web site (or obtained and read a copy from a school) the listing of extracurricular activities available to my child.

\_\_\_\_\_  
Parent/Guardian Name

\_\_\_\_\_  
Date

***No acknowledgement of this form by parent and/or student does not exclude the student or parent from the expectations and guidelines that are set forth in this handbook.***

**TREUTLEN COUNTY BOARD OF EDUCATION**

Dr. Bradley Anderson, Ed.D., *Superintendent*

**BOARD MEMBERS**

Mr. Alvin Heath  
*Chairman of the Board*

Ms. Demetria Noble  
*Vice-Chairman of the Board*

Mr. Jonathan Hutcheson  
*Representative*

Mr. Josh Kelly  
*Representative*

Ms. Toni Banes  
*Representative*

**Treutlen County Schools Mission:**

**“Engage, Equip, and Inspire All for Success in Life”**

All schools are accredited by AdvancED.

**Table of Contents**

# Contents

BOARD MEMBERS .....	3	Instruction.....	41
TES Principal’s Message .....	6	Curriculum.....	41
TMHS Principal’s Message .....	7	Dual Enrollment (DE).....	42
Attendance & Enrollment.....	8	Exceptional Student Services.....	42
Reporting Absences.....	9	Georgia Milestones Assessment “Test Out” Option for High School.....	43
Attendance Protocols.....	9	Grading.....	43
<i>Children in Need of Services (CHINS) Program</i> .....	10	Professional Qualifications of Teachers.....	44
Grades 9-12 Policy.....	10	Promotion Policy.....	44
FAQ on the Attendance Policy.....	10	Grades 1-8.....	44
Custodial/Guardianship Changes.....	12	Grades 9-12.....	44
Enrollment, Transfers & Withdrawals.....	12	Student Support.....	45
Homeless Children and Youth.....	14	Title I, Parental Involvement Plan.....	46
Terminology.....	14	Valedictorian, Salutatorian & Honor Graduate.....	46
Behavior and Expectations.....	15	Legal Information.....	47
Positive Behavioral Interventions and Supports (PBIS) .....	15	Annual Notice of Nondiscrimination.....	47
Purpose and Scope of the Behavior Code.....	15	Treutlen County School System Complaint Procedure for Title II; Title IX; and	
Rules.....	16	Section 504.....	48
Bus disciplinary Procedures.....	20	Family Education Rights and Privacy Act (FERPA).....	50
General Discipline Information.....	26	Harassment Statement.....	52
High School Discipline Guidelines (Daily Infractions).....	26	Student Complaints and Grievances.....	52
High School Automatic Suspensions.....	33	Parents and Protection of Pupil Rights Amendment (PPRA).....	53
Middle School Discipline Guideline (Daily Infractions).....	26	Release of Directory Information.....	54
Range of Consequences.....	31	Section 504 of the Rehabilitation Act of 1973.....	54
Student Removal from Class.....	34	Sexual Misconduct.....	57
Dress Code.....	22	Miscellaneous District Information.....	57
Electronics/Network Expectations.....	34	Electronic Media for Students.....	57
Extracurricular Activity Expectations .....	35	Financial Procedures.....	58
Rights and Responsibilities .....	37	Money Procedures.....	58
Rights of Students.....	37	Other Services to Students.....	58
Responsibilities of Students.....	38	Photography/Digital Media.....	58
Rights of Parents/Guardians.....	38	Posters, Invitations, and Announcements.....	58
Health & Safety .....	39	School Nutrition Program Information.....	59
Bedbugs.....	39	Student Solicitations and Fundraising.....	59
Treutlen County School System Safety Plan .....	39	Transportation.....	59
Child Abuse and/or Neglect .....	39	Visitors and on School Property.....	60
Concussion Policy .....	39	Volunteer Information.....	61
Emergency Contact Information.....	40	Middle/High Grading.....	61
First Aid/Illness.....	40	Athletes.....	62
Head Lice .....	40	Homecoming.....	64
Hospital/Homebound Program .....	40	Cellular Devices.....	64
Medication.....	41		
School Closings.....	41		
Self-Administration of Medication.....	41		

**TREUTLEN COUNTY SCHOOL CALENDAR  
2019-2020**

July 29 – Aug 5 .....	Staff Pre-Planning
August 6.....	First Day for Students
September 2 .....	Student/Teacher Holiday (Labor Day)
October 11-15 .....	Student Holidays
October 11 .....	Staff Planning
October 14 – 15 .....	Staff Holidays
November 25 -29 .....	Student/Teacher Holiday (Thanksgiving)
December 20.....	Staff Planning Day
December 20 – Jan 3.....	Student Holidays
December 23 Jan 2.....	Staff Holidays
January 3 .....	Staff In-service Day
January 6 .....	Classes Resume for Students
January 20 .....	Student/Teacher Holiday (MLK Holiday)
February 17.....	Staff/Student Holiday
February 18.....	Staff Planning/Student Holiday
March 16.....	Staff & Student Holiday
March 17 .....	Staff Planning/Student Holiday
April 6 – 10.....	Staff/Student Holiday (Spring Break)
May 21 .....	Last Day for Students
May 22.....	Staff Planning
May 24.....	Graduation

## **TES Principal's Message**

Greetings,

Welcome to another exciting year at Treutlen Elementary School. This year we will continue to strive towards our goal of partnering with parents to provide a safe and caring learning environment where students receive a high-quality education.

From academics to community events, we will work hard to be a school of which teachers, students and parents can be proud. Students that enter TES will know they are loved, and parents can rest assured that their child will receive a solid academic foundation that allows them to grow into successful, lifelong learners prepared for future challenges.

Parents are our most important partners. We look forward to working with you through the many TES parental involvement activities provided throughout the year. Thank you in advance for your support, and please do not hesitate to contact me at [dreeves@treutlen.k12.ga.us](mailto:dreeves@treutlen.k12.ga.us) or 912-529-7162 should you have questions, concerns, or suggestions regarding your child's education at TES.

Respectfully,

*Mr. Donald Reeves*

Donald Reeves  
TES Principal

## TMHS Principal's Message

Treutlen Middle/High students and parents:

We are excited about the direction in which Viking Nation is headed. With your support, we plan to work hard to continually improve in every aspect at TMHS. As always, we strongly encourage our students and parents to read the ***Code of Conduct and Student Handbook***, as the policies within this handbook are strictly and consistently enforced. We expect students to comply with the rules and policies outlined in their handbooks. Both positive and negative consequences will occur based upon students meeting TMHS expectations. 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.

We will continue to encourage our students to 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 help your child be successful both in and out of the classroom! Please do not hesitate to contact your child's teacher and/or administrator, as it is best to be proactive in regard to your child's education. Thank you and GO VIKINGS!

Respectfully,

*Mr. Forrest Edge*

Mr. Forrest Edge  
TMHS Principal

## **MONITORING THE ATTENDANCE PROTOCOL**

*To ensure that these written protocol procedures are followed, the Protocol Committee will meet quarterly for a year, which will begin on the date of the protocol's adoption. The Protocol Committee will then meet semiannually, as required by law, unless the Committee determines more frequent meetings are required. The Committee's goal will be to improve communication between agencies, encourage interagency cooperation, and update the protocol as necessary. Each participating agency shall monitor and evaluate compliance with this protocol and, as needed, recommend protocol revision and implementation that best meets the needs of the community and complies with Federal, State, and local statutes, as well as agency policy. In accordance with this Protocol, the Treutlen County School District will provide this committee with necessary reports needed to determine compliance and progress.*

### **Reporting Absences**

Parents or guardians are encouraged to contact the school on the day of the student absence to indicate the reason for the absence.

***Student check-in and check-out procedures are determined at the local school level. A student must have parental permission, however, to leave school grounds.***

This includes, but is not limited to, local schools requesting appropriate medical documentation from the parent/guardian of a student with excessive absences (excused or unexcused). If a student has accumulated excessive absences, the school will make contact with the parent, guardian, or person having charge or control of the student to notify them of these absences and the possible consequences.

**Early Checkouts** occur when a student is removed from class and leaves school prior to the official end of the school day with a parent or legal guardian. An early checkout can be marked as excused if it is aligned to the excused absences guidelines.

ES/MS—To be considered in attendance for a school day, the student must be present for at least one-half of the school day, excluding lunch period.

HS—High School attendance is taken by class. In order for a student to participate in an extra-curricular activity he/she must be present for at least 4 Periods that school day. Exceptions can only be made by the Principal prior to the school day.

At the time the student is released from school, the parent or legal guardian may be required to bring appropriate documentation showing the reason for an early checkout.

*After any combination of 10 early checkouts and/or tardies, a residency letter may be sent home to verify that the student lives in the district. If residency documents are not produced within 10 school days, then a withdrawal letter may be issued.*

Tardies for purposes of this section of the student handbook occur when a student is late to school. A tardy can be marked as excused if it is aligned to the excused absences guidelines.

### **Elementary/Middle Progression for Excessive Unexcused Absences** (*Determined by School Year*)

#### 5 Absences—

- Parent/guardian will be notified by a letter sent home of the number of unexcused absences and will be reminded of the state’s attendance requirements.
- Student is considered truant by Georgia State Board of Education Rule

#### 7 Absences—

- Parent/guardian will be notified by phone.
- A letter, attendance protocol, and form will be sent home for the parent to sign and return to the school indicating that they received and understand the school’s attendance protocol.
- A mandatory meeting will be arranged with the parent/ guardian, student, and school’s administrator.

#### 10 Absences—

- Parent/guardian will be sent a letter to inform them that any more unexcused absences will result in a referral to the CHINS Program through the Juvenile Court.

#### 10+ Absences—

- The student will be referred to the CHINS Program through the Juvenile Court.
- Fifteen (15) absences could result in the failure of a class.

### **High School Progression for Excessive Unexcused Absences** (*Determined by Semester*)

#### 3 Absences—

- Parent/guardian will be notified by a letter sent home to inform of the number of unexcused absences and the state’s attendance requirements.

#### 5 Absences—

- Parent/guardian will be notified by phone.
- A letter, attendance protocol, and form will be sent home for the parent to sign and return to the school indicating they received and understand the school’s attendance protocol.
- A mandatory meeting will be arranged with the parent/ guardian, student, and school’s administrator.
- Student is considered truant by Georgia State Board of Education Rule

#### 7 Absences—

- Parent/guardian will be sent a letter with the return receipt requested to inform them any more unexcused absences:
  - will result in a referral to the CHINS Program through the Juvenile Court

- could result in course credit being denied.

10 Absences—

- The student will be referred to the CHINS Program through the Juvenile Court.
- Possible loss of driving privileges.

### ***Children in Need of Services (C.H.I.N.S.) Program***

C.H.I.N.S. is a new approach to dealing with status offences including truancy as created by the Juvenile Justice Reform Act (House Bill 242) and went into effect January 1<sup>st</sup>, 2014. It promotes early intervention and effective alternatives to low risk offenders and uses juvenile courts as a last resort for discipline.

### ***School referral process:***

If the school brings a complaint, it must state and show that it had attempted to address the issue at the school level. This includes addressing any disabilities or suspected disabilities that may be contributing to the child's behavior and/or evaluating the child for additional services, when appropriate.

### **Grades 9-12 Policy**

Students shall be in attendance at school as directed by the compulsory attendance law. Students who have successfully completed a course will receive credit if they have been absent fifteen (15) days or less per year. In the event that a student misses more than fifteen (15) days in a particular class, credit may be denied for that class unless the school is provided with:

- an excuse from a doctor, the Health Department, or a governmental agency
- there is evidence of a verifiable death in the immediate family
- a court order for each day of absence beyond the fifteen (15) day limit.

When a student is ill and sent home by a school administrator or a school nurse, the absence is considered excused. Parents/guardians will be notified when the student has accumulated an excessive number of absences.

Exceptions to the attendance policy are made only in very unusual situations. In the event of an unusual situation, the parent must submit in writing to the principal a request for appeal of the attendance policy. The principal may, if the situation warrants, schedule a hearing before the school attendance committee. Such appeal must be made within ten (10) days of the end of the semester.

### **FAQ on the Attendance Policy**

#### **Do I have to take my child to the doctor if they are too sick to attend school?**

**Whether the absence is excused or unexcused, students have five school days after returning to school to complete make-up work.** The Treutlen County Schools Attendance Protocol does not require parents/guardians to take students to the doctor. The parent/guardian of a student must determine when to take their children to a healthcare provider. In terms of the Treutlen County Schools Attendance Protocol, if a student does not attend school and does not have appropriate documentation from a healthcare professional, then the absence will be unexcused. If a student is seen by a healthcare professional, the parent/guardian has five school days after the student returns to school in order to turn in the medical documentation to excuse the absence(s).

### **How do I know if my child is too sick for school?**

It is difficult to make those early morning decisions. Please use this to help when you are making the decision to stay home or not.

The main reasons for keeping your child at home are as follows:

- If he/she is too sick to be comfortable at school
- If he/she will spread a contagious illness/disease to another child

### **Are handwritten or typed notes signed by a parent/guardian going to be accepted at all to excuse absences under the new Treutlen County School Attendance Protocol?**

Only official documentation (i.e. healthcare provider notes, court papers, etc.) will be accepted to excuse an absence from school and it will only be accepted if received by the school within five school days from the student's return to school once a student has missed more than five (5) days.

### **What options do I have, as a parent/guardian, if my child has concerns with attendance?**

All Treutlen County Schools have Student Attendance Review Committees (SARC) that meet after a student has accumulated five unexcused absences. The committees are comprised of the parent/guardian, student, school counselor, and other personnel that are necessary including but not limited to the teacher, school social worker, and school administrator. The purpose of the SARC is to examine individual student attendance data with parents/guardians to develop interventions and ensure that the proper supports are in place to support student achievement.

### **If a child is sent home by a school administrator or a school nurse, is the child marked with an excused or unexcused absence?**

When a child is ill and sent home by a school administrator or a school nurse, the absence is considered excused for that day. If the child continues to be absent from school, the absences beyond the day sent home will be marked unexcused until a healthcare provider's documentation is received by the school if more than 5 days. The documentation from a healthcare provider must be submitted to the school within five school days from the student's return to school.

### **What if my child has regular healthcare appointments during school time and leaves school early multiple times a week?**

The situation would be an early check out. Early checkouts occur when a student is removed from class and leaves school prior to the official end of the school day with a parent or legal guardian. An early checkout can be marked as excused if it is aligned to the excused absences guidelines. Please note that according to the Treutlen County Schools Attendance Protocol after any combination of 10 early checkouts and/or tardies, a residency letter will be sent home to verify that the student lives in the district. If residency documents are not produced within 10 school days, then a withdrawal letter will be issued. The residency verification process will be triggered for excused or unexcused early checkouts and tardies.

### **What happens when my child is tardy to school?**

Tardies occur when a student is late to school. A tardy can be marked as excused if it is aligned to the

excused absences guidelines. Please note that according to the Treutlen County Schools Attendance Protocol after any combination of 10 early checkouts and/or tardies, a residency letter will be sent home to verify that the student lives in the district. If residency documents are not produced within 10 school days, then a withdrawal letter will be issued. The residency verification process will be triggered for excused or unexcused early checkouts and tardies.

**What happens after any combination of 10 early checkouts and/or tardies?**

A residency letter will be sent home to verify that the student lives in the district. If residency documents are not produced within 10 school days, then a withdrawal letter will be issued. The residency verification process will be triggered for excused or unexcused early checkouts and tardies. For example, if a child accumulates 6 tardies (2 excused and 4 unexcused) and 5 early checkouts (5 excused) then a residency letter will be sent home to verify that the student lives in the district.

**If my child has a disability under Section 504 or receives special education services, is he or she exempt from the Treutlen County Schools Attendance Protocol?**

The Treutlen County Schools Attendance Protocol is in place for all students including students with disabilities. Many students with disabilities require frequent healthcare appointments for their disabling conditions. Healthcare provider notes will continue to be accepted to excuse absences from school if received by the school within five school days from the student's return to school.

**Where can I go if I still have questions about the Treutlen County Schools Attendance Protocol?**

School administrators, school counselors, and school social worker are available to address questions related to the Treutlen County Schools Attendance Protocol.

***Custodial/Guardianship Changes***

***If the status of a student's custody changes after the student's enrollment, the parent or guardian shall notify the local school of the student's new address and contact information.***

Parents/guardians will be required to facilitate and obtain appropriate guardianship or custody of their child to avoid referral to an outside agency or withdrawal. State law generally prohibits attempts to make a change of custody of a minor child by removing the child from the premises of the school without permission of the person who enrolled the student. This prohibition applies even if there is a court order granting custody of the child to the person seeking to make the change.

**Enrollment, Transfers & Withdrawals**

Students who are residents of Treutlen County are eligible for enrollment in the schools of Treutlen County. Students must reside in Treutlen County with the parent(s) or legal guardian(s). The Treutlen County School System does not charge its students any fee for enrollment.

The following documents are required for registration:

- Proof of Residency
- Birth certificate
- Social Security Card or waiver
- Eye, Ear, Dental form
- Certificate of Immunization

Individual schools may have additional documents required for registration.

Upon enrollment, the school will request all educational documents from the previous school that the student attended.

Proof of residency is required. Students discovered to be ineligible for enrollment in Treutlen County Schools will be withdrawn immediately.

A child must have attained the age of five (5) by September 1 of the fiscal year to be eligible for admission into kindergarten. A child is entitled to admission to the first grade if he or she will be six (6) years of age before September 1 of the school year. A birth certificate is required for a student to initially enter school. The student must also have a Social Security Card or waiver.

Students initially entering school or transferring from another state shall be given an eye, ear, and a dental examination by the local Board of Health or a private physician and a certificate provided pursuant to the rules promulgated by the State Department of Public Health and the State Board of Education. The statement must be on a Georgia Department of Human Resources form.

A certificate of immunization from a physician or a qualified employee of a county Board of Health shall be furnished by the child's parents to the school where attendance is sought. The statement of immunization must be on a Georgia Department of Human Resources Form 3231. The certificate shall be placed in the student's folder.

A student suspended or expelled from another school system will not be permitted to enroll in the Treutlen County School System. Students in grades 6-12 must furnish a copy of their discipline record from the prior school.

***To facilitate prompt, appropriate communication between the home and school, parents, guardians, or persons having charge or control of a student should notify the school immediately when there is a change in the student's address and/or phone number as listed in school records.***

## **Transfers and Withdrawals**

1. In order to prevent delay, a parent or guardian should notify the principal's office at least two days prior to the date of expected withdrawal.

2. The school shall forward a transcript of the student's records to the target school upon receipt of a signed request of the parent or guardian.
3. Students are expected to return all books and materials or reimburse the school system for the books and materials not returned.
4. Any student who fails to withdraw properly shall be considered a dropout and must go through the correct procedures before being readmitted.
5. No student who is serving a suspension or an expulsion from another school system shall be allowed to enroll in a Treutlen County school.

### ***Homeless Children and Youth***

The McKinney-Vento Education for Homeless Children and Youth Act ensures the educational rights and protections for children and youth experiencing homelessness. This law identified any student who lacks a fixed, regular, and adequate night time residence as homeless. It provides legal protections for children and youth in homeless situations to immediately enroll in, attend, and succeed in school and qualifying public preschool programs. It further provides provisions for student records maintenance and transfer, school of origin transportation, and appropriate dispute resolutions for homeless students. In accordance with this law, Treutlen County Public Schools affords homeless children and youth equal access to the same free, appropriate public education, including comparable services, such as Title I support, special education, gifted, English Language Learners (ELL), vocational/technical, and public preschool education, as provided to other non-homeless students. Homeless children and youth will have access to the services needed to support their academic achievement as they work to meet the same challenging standards to which all students are held.

### **Terminology**

**Compulsory Attendance**— Attendance in a public school, private school, or home school program is required for children between their sixth and sixteenth birthdays. Every parent, guardian, or other person residing in this state having control or charge of any child between their sixth and sixteenth birthdays shall be responsible for enrolling and sending such child to a public school, private school, or home school program. Attendance in a public school, private school, or a home school program is required regardless of the fact that a child has been suspended or expelled from school by the local board of education. Official Code of Georgia (O.C.G.A.) 20-2-690.1

**Early Checkout**— When a parent, guardian, or other person having charge or control of a student authorizes a student to leave the facility before the end of the school day. School day hours are published in the local school and/or school websites.

**Tardy**— Students are considered tardy to school or class if the student arrives at a designated location after a school bell, chime, or buzzer has sounded. (Local schools will include specific information relevant to their facility to identify the designated location for student arrival.)

**Truant**— Any child subject to compulsory attendance who during the school calendar year has more than five (5) days of unexcused absences.

## **Behavior and Expectations**

### ***Positive Behavioral Interventions and Supports (PBIS)***

PBIS is a prevention-oriented way for school personnel to organize evidence-based practices, improve their implementation of those practices, and maximize academic and social behavior outcomes for ALL Treutlen County School students. PBIS emphasizes the establishment of systems that give school personnel the ability to use effective interventions accurately and successfully at the school, district, and state levels. These supports include (a) team-based leadership, (b) data-based decision-making, (c) continuous monitoring of student behavior, (d) regular universal screening, and (e) effective on-going professional development. Effective classroom management and preventive school discipline are essential for supporting teaching and learning. PBIS goes further by emphasizing that classroom management and preventive school discipline must be integrated and working together with effective academic instruction in a positive and safe school climate to maximize success for all students. The principles of PBIS are the same as those represented in Response to Intervention (RTI) (e.g., universal screening, continuous progress monitoring, data-based decision making, implementation fidelity, and evidence-based interventions). Literacy and numeracy implementation frameworks are examples of the application of RTI for academic behavior, and PBIS is an example of the application of RTI for social behavior.

### ***Purpose and Scope of the Behavior Code***

Treutlen County Schools (“TCS” or “District”) is committed to creating a safe, positive environment for all of our students, staff, parents, stakeholders, and community partners. TCS will work to assure that all students and staff are well-motivated, fully aware of their potential, and dedicated to pursuing excellence in academic knowledge, skills and behavior. TCS believes that all children can thrive in a safe learning environment. The District utilizes a range of activities to recognize, celebrate, and reward positive behavior at the classroom, school and district levels.

TCS has adopted this Code to support the creation of a safe learning environment for all members of the school community. The purpose of this Code is to state clearly our standards for acceptable conduct of students. The Code also explains the consequences for not meeting these standards of conduct. This Code establishes a strict policy for behavior that endangers the safety of the schools and/or disrupts the educational experience for other students.

The Code also sets forth the disciplinary procedures for the students who have committed violations of the Code. This Code is not meant to be a contract between the District and the students and may be amended at any time. It is a place for TCS to explain certain guidelines applicable to students.

The rules in this Code are designed to notify students (grades K–12) as to the types of behaviors that are not acceptable; nevertheless, every specific situation may not have been included. Consequently, students should expect to be disciplined for misconduct that is obviously inappropriate. A specific rule need not be written for every conceivable variation of behavior that directly affects the orderly mission of the school

Everyone is entitled to a safe, secure, and orderly environment in which to learn and work. The rules and regulations in this Code are designed toward that end and are effective during the following times and places:

- a) On school grounds at any time;
- b) Off school grounds at a bus stop, on a school bus, at a school activity, function, or event;
- c) Off school grounds when the behavior of a student
  - could result in the student being criminally charged with a felony or which could result in a felony criminal charge if committed by an adult; and which
  - makes the student's continued presence at school a potential danger to person or property at school or which disrupts the educational process. (O.C.G.A. 20-2-751.5(c)).
- d) Off school grounds while the student is participating in or attending school-sponsored or school-related activities such as field trips, conferences or athletic events, or is otherwise subject to the jurisdiction of school authorities;
- e) Off school grounds when the misconduct is directed at a school student or employee and is related to the victim's school affiliation, or when the off-campus conduct directly affects the safety and welfare of the school community or the orderly mission and function of the school; and
- f) Off school grounds and when a student leaves without permission of a school official, or anytime Rule 10 would apply.

The rules of this Code do not apply to:

Student speech that occurs off campus if the speech is at a non-school sponsored event and does not cause or is not likely to cause a material and substantial disruption to the school environment or a school activity.

## **Rules**

### **Rule 1 – Disruption and Interference with School**

No student shall cause or attempt to cause directly or indirectly disruption or interference with school.

### **Rule 2— Damage, Destruction, or Misuse of School Property or Equipment**

A student shall not cause or attempt to cause damage to school property or alter/misuse school technology or any other equipment, including accessing unauthorized areas on the computer. A student shall not steal or attempt to steal school property. A student shall not possess, sell, use, buy or transmit stolen school property or attempt to possess, sell, use, buy or transmit stolen school property.

### **Rule 3— Damage, Destruction, or Misuse of Private Property**

A student shall not cause or attempt to cause damage to private property or steal or attempt to steal private property. A student shall not possess, sell, use, buy, or transmit stolen private property on school grounds.

Further, off school's grounds, a student shall not cause or attempt to cause damage to private property belonging to a school employee where such theft or damage is on account of that school employee's performance of his/her official duties. A student shall not sell or buy or attempt to sell or buy personal property on school grounds.

**Rule 4— Abuse, Threats, Intimidation, Assault, or Battery of a School Employee**

**Section A**

Regardless of intent, a student shall not make oral or written communication, create a document, or make a symbolic gesture or contact of a threatening, undermining, or provoking nature to or about a school employee or in the presence of a school employee. This includes, but is not limited to, disrespectful conduct, insult, use of profanity, ethnic, racial, sexual, disability, or religious slur, or harassment and includes the development of a “hit list,” “people to kill,” “people to shoot,” or a statement about bringing a weapon to school and injuring people.

**Section B**

A student shall not cause or attempt to cause physical injury or behave in such a way that could reasonably cause physical injury or make physical contact of a threatening or provoking nature to a school employee.

Rule 4B also applies off school grounds when the misconduct by the alleged perpetrator is because of the school employee’s performance of his or her official duties.

**Rule 5— Abuse, Threats, Intimidation, Assault, or Battery by a Student regarding Another Student or to Any Other Person Not Employed by the School**

**Section A**

Regardless of intent, a student shall not make oral or written communication, create a document, or make a symbolic gesture or contact of a threatening, distracting, or provoking nature to or about a person/student or in the presence of a person/student. This includes, but is not limited to, bullying/cyberbullying, disrespectful conduct, insult, use of profanity; ethnic, racial, sexual, disability, or religious slur; or harassment and includes the development of a “hit list,” “people to kill,” “people to shoot,” or a statement about bringing a weapon to school and injuring people.

State law defines Bullying as:

- a) any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so;
- b) any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or 3)
- c) any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate that:
  - a. causes substantial physical harm;
  - b. substantially interferes with a student’s education;
  - c. is so severe, persistent or pervasive that it creates an intimidating/ threatening educational environment; or
  - d. disrupts the orderly operation of school. Upon finding that a student in grades 6-12 has committed the offense of bullying for the third time in a school year, such student shall be assigned to an alternative school. (O.C.G.A. 20-2-751.4)

***Retaliation for reports of bullying/cyberbullying will not be tolerated and will be subject to independent disciplinary action.***

## **Section B**

A student shall not cause or attempt to cause physical injury or behave in such a way as could reasonably cause bodily injury to any student/person. A student shall not engage in any behavior that threatens the safety or well-being of another person or has the likelihood of provoking a fight.

The District 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.

### **Rule 6— Weapons, Dangerous Instruments, and Explosive or Implosive Devices**

A student shall not solicit to buy or sell, or buy or sell or possess, handle, transmit, threaten with or discharge/use, any object that can reasonably be considered or converted to and/or used as a weapon.

### **Rule 7— Drugs, Alcohol, and Tobacco**

#### **Section A**

A student shall not be involved in any substance, drug, alcohol, or tobacco transaction, including, without limitation to buy, possess, sell, use, transmit, solicit; attempt to buy, possess, sell, use, or transmit; or be under the influence of any narcotic drug, depressant, or stimulant drug including without limitation caffeine pills, hallucinogenic drug, anabolic steroid, amphetamine, barbiturate, marijuana, inhalant, alcoholic beverage, or intoxicant of any kind. A student shall not possess, sell, buy, or transmit, or attempt to sell, buy, or transmit any substance under the pretense that it is, in fact, a prohibited substance as described in this rule. The misuse or unauthorized possession of a prescription drug or nonprescription drug shall be considered a violation of this rule; however, this rule shall not apply to proper possession and/or use of a drug as authorized by a medical prescription from a registered physician.

Self-administration of asthma medication and prescription auto-injectable epinephrine is permitted with written parental approval and required documentation to the principal or his or her designee. See administrator for completion of proper county forms and procedures.

#### **Section B**

A student shall not possess, sell, use, transmit, buy or solicit any drug-related paraphernalia which includes, but is not limited to pipes, water pipes, clips, rolling papers, or any other items related to drug use or depicting drugs or drug use except where such items are related to an approved curriculum.

#### **Section C**

A student shall not possess, sell, use, transmit, buy or solicit tobacco products, or tobacco paraphernalia such as, but not limited to e-cigarettes, matches, lighters, pipes, rolling papers and the like.

### **Rule 8— Disregard of Directions or Commands**

A student shall not fail to comply with reasonable directions or commands of teachers, student teachers, substitute teachers, teacher aides, administrators, school bus drivers, or other authorized school personnel.

### **Rule 9— Sexual Misconduct/Indecency**

A student shall not engage in any act of sexual harassment of a physical nature or verbal nature. A student shall not perform any act of indecent exposure, lewd exposure, gesture or lewd caress or indecent fondling/touching of the student's own body or the body of another person, or any act of sexual intercourse. A student shall not use any inappropriate gestures that mimic or imply sexual acts or engage in any acts of "streaking" or "mooning" as those terms are commonly understood. Such acts will not be regarded lightly or considered pranks.

A student shall not possess, view, copy, sell, buy, or transmit printed or non-printed pornographic materials including any non-curricular sexually explicit printed or non-printed materials; or a student shall not possess, view, copy, sell, buy, or transmit printed or non-printed pornographic materials including but not limited to non-curricular materials depicting the human male or female genitals or buttocks with less than a fully opaque covering or any portion of the female breast with less than a fully opaque covering.

### **Rule 10— Unexcused Absences**

A student shall not be absent from school or from any class or other required school function during required school hours except for illness or other providential cause, except with written permission of the teacher, principal, or other duly authorized school official. A student may not leave school grounds prior to the end of the school day, after his or her initial arrival on campus, without the permission of a duly authorized school official.

### **Rule 11— Other Conduct Which is Subversive to Good Order**

A student shall not perform any other act which is subversive to good order and discipline in the schools. This includes, but is not limited to, violating local school rules; violating local law, state law, or federal law; violating compulsory attendance; gang-related activity or behavior; hate or hate-group related activity or behavior; violation of state and federal law, provide false information (lying); cheating; paging devices; laser pointers; electronic communications (cellular telephones, radios, televisions, etc.); actions that are ethnically or racially inflammatory; loitering; criminal trespassing; community misconduct that would pose a threat to the school community; altering grades in a teacher's grade book or any other record or misrepresent information on school records or forms; driving on school grounds without a license; and/or gambling or community misconduct that would be so serious as to pose a threat to the school community.

The administration of the school system and the local schools reserve the right to punish behavior which is subversive to good order and discipline in the Treutlen County School System even though such behavior is not specified in the preceding written discipline rules.

### **Rule 12— School Bus Infractions**

No student shall cause or attempt to cause (either directly or indirectly) a disruption or interference with a school bus by any means to include:

- talking, whistling, shouting, or making other noises from the time the bus stops for a railroad crossing until the bus is safely across the tracks
- throwing any object from the windows of a bus at any time

- causing any part of his or her or another person's body to protrude, extend, or project from any window, door, or other opening of the bus at any time
- eating and drinking while on the bus (water is allowed) (Georgia Code 20-2-751.5)
  - a) Students shall be prohibited from acts of physical violence as defined in Code Section 20-2-751.6, bullying as defined in Code Section 20-2-751.4, 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.
  - b) Students shall be prohibited from using any electronic devices that might interfere with the school bus communications equipment or the school bus driver's operation of a safe school bus environment. This includes headphones and any device that prevents the bus driver from easily communicating with the student.
  - c) Students shall be prohibited from using mirrors, lasers, flash cameras, or any other lights or reflective devices in a manner that might interfere with the school bus driver's operation of the school bus.

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 other type of reflective devices 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

(Georgia Code 20-2-1181) Parents, guardians and others should not attempt to board a school bus during the bus route. It shall be unlawful for any person to disrupt or interfere with the operation of any public school, public school bus, or public-school bus stop as designated by local school boards of education. Any person violating this code section shall be guilty of a misdemeanor of a high and aggravated nature.

### **Bus Disciplinary Procedures**

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 places to assure that all students are transported safely, bus privileges can be withheld.

Disciplinary action for misbehavior on school buses is administered by school administration. School buses and bus stops are considered extensions of the school. All rules that govern student conduct while on school property apply while students are on the school buses or at the bus stop.

School administration have the authority to impose or immediate suspension as determined by the offence. School administrator may add any disciplinary action deemed necessary.

Violation of bus rules and regulations may be cause for suspension from any 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.

**Bus Contract:** School bus contracts may be developed for students who engage in serious bus misbehavior on the bus. Parents will be required to meet with school administration for the purpose of developing the school bus contract.

#### **Elementary Bus Discipline Range of Possible Consequences:**

- The driver will talk with a student or may reassign him/her to a new seat on the bus. If this does not correct the misbehavior, the driver will contact the parent. The driver will document these actions.
  - School administration will counsel and submit a warning to the student. The student will be placed on probation. Driver will provide documentation of action taken during first offense. The parent(s) or guardian(s) will be contacted.
  - Student will be suspended from riding the bus for one (1) day or corporal punishment.
  - Student will be suspended from riding the bus for three (3) days.
  - Student will be suspended from riding the bus for five (5) days.
  - Student will be suspended from riding the bus for seven (7) days.
  - Student will be suspended from riding the bus for ten (10) days or more.
- Subsequent offenses will warrant a 10 or more days' suspension from all school buses.

#### **Middle School Bus Discipline Range of Consequences:**

- (Written Referral): Student will be given a verbal warning and parent is notified.
- (Written Referral): Student will be suspended from the bus for up to 3 days or corporal punishment.
- (Written Referral): Student will be suspended from the bus for up to 5 days.
- (Written Referral): Student will be suspended from the bus for up to 10 days.
- (Written Referral): Student may be suspended from the bus for the rest of the school year.

### High School Bus Discipline Range of Consequences:

- (Written Referral): Student will be given a verbal warning or is suspended from the bus up to 5 days at the administrator's discretion, and parent is notified (Corporal punishment may be substituted).
- (Written Referral): Student will be suspended from the bus for up to 10 days.
- (Written Referral): Student may be suspended from the bus for the rest of the school year

*School and County Administration has the right to forego the Bus Discipline Guidelines, if the conduct is deemed more severe than a minor misbehavior.*

When suspended from any bus, the student is suspended from all buses (including vehicles used for extra-curricular activities).

*Students who jeopardize the safety of others will be susceptible to disciplinary measures that may include being permanently suspended from school transportation services. Riding the bus is a privilege not a right.*

### Middle/ High Dress Code

*The goal of the 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 school 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 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 person whose religious affiliation does not coincide with the school dress code must request a variance with school administration.

### **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. Two days of Saturday School or other before or after-school work details 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.

- 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, not turning around in seat, raise hand to ask questions, etc.)
- Students who give or receive information during testing will be considered cheating.

## General Discipline Information

When it is necessary to impose discipline, school administrators and teachers will follow a progressive discipline process. The degree of discipline to be imposed by each school official will be in proportion to the severity of the behavior of a particular student and will take into account the student’s discipline history, the age of the student, and other relevant factors.

The Code of Conduct provides a systematic process of behavioral correction in which inappropriate behaviors are followed by consequences. Disciplinary actions are designed to teach students self-discipline and to help them substitute inappropriate behaviors with those that are consistent with the positive character traits.

The following is general information regarding discipline:

1. Students under short-term suspension (1–10 days), long-term suspension (10 or more days), or expulsion are not allowed on any Treutlen County school campus or to attend any school activity, function, or event. Students assigned to in-school suspension are not allowed to participate in extracurricular activities on the date of their ISS assignment.
2. All dangerous weapons, instruments, or controlled substances confiscated by school authorities are to be turned in to school administration.
3. A student is considered to be in possession of an illegal and/or banned item(s) or substance(s) when such item(s) or substance(s) is found on the person of the student, in his/her possession, in his/her locker, in a student’s vehicle on school property, or in any vehicle a student brought on school property, on property being used by the school, at any school function or activity, or any school event held away from the school.
4. Students are prohibited from engaging in gang/hate groups or hazing related activities in school.
5. School administrators and/or their designated representatives possess the authority to conduct a reasonable search of students, their possessions, their lockers, and their vehicles when on school property, on property being used by the school, at any school function or activity, or at any school event held away from the school if it is established there is reasonable suspicion that the search will reveal a violation of the law, the Student Conduct Behavior Code, or local school rules.
6. A student may be considered a party to a violation of the Student Conduct Behavior Code and disciplined for the underlying offense when the student:
  - Directly violates the Student Conduct Behavior Code;
  - Intentionally causes some other person to commit a violation of the Student Conduct Behavior Code;

- Intentionally advises, encourages, hires, counsels, or procures another to commit a violation of the Student Conduct Behavior Code. A student may be considered a party to a violation of the Student Conduct Behavior Code even when the responsible persons are not students subject to the Code.
7. Certain violations of the Student Conduct Behavior Code may also be violations of state law and juvenile authorities. Other law enforcement agencies may address the student’s misconduct in accordance with state laws, in addition to the school system’s administrative procedures and regulations.
  8. Students are to notify an administrator or staff member when suspected illegal items, dangerous items, or other items banned from school are found in the school building, on the school campus, or on the school bus. Students are advised not to pick up or handle illegal, dangerous, banned, or unidentified items.
  9. Students who are under suspension (short or long term) or expulsion through the spring semester will not be allowed to participate in any school- sponsored activities, including the prom, graduation exercises, or baccalaureate ceremonies.
  10. Students should recognize their responsibility to know the contents of this student discipline handbook and to ask the local school administration or staff for any clarification. All students, regardless of age, are subject to the rules and regulations of the Treutlen County Board of Education. Parents will review the contents of this handbook with their students.
  11. State law requires that certain criminal offenses committed by a student while on school property or at a school-sponsored activity, function, or event be reported to the principal, school superintendent, appropriate law enforcement authority, and the District Attorney. (O.C.G.A. § 20-2-1184).
  12. Georgia law makes it unlawful for any person to manufacture, distribute, disperse, or possess with the intent to distribute a controlled substance or marijuana in, on, or within 1,000 feet of any real property owned by or leased to any public or private elementary school, secondary school, or school board used for elementary or secondary education. Any person who violates or conspires to violate this code section shall be guilty of a felony. (O.C.G.A. § 16-13-32.4)
  13. Students coming from DJJ (Department of Juvenile Justice) placement, public or private residential treatment facility, or incarceration for longer than 30 school days will transition through the Treutlen County School Systems Alternative School.
  14. After a disciplinary hearing has been held, textbooks, materials, or equipment belonging to the local school must be returned to a school administrator at their local school.
  15. The Unsafe School Choice Option provides students at schools classified as “persistently dangerous” with the option of transferring to another school. Major offenses, including, but not limited to, drug and weapon offenses can lead to a school being named “persistently dangerous” or unsafe pursuant to State Board of Education Rule 160-4-8-.16.

## Middle/High School Discipline Guidelines for Range of Consequences

ABSD—After/Before School Detention

ISS—In-School Suspension

OSS—Out of School Suspension

CP – Corporal Punishment

SS – Saturday School

<u>Offense</u>	<u>Suggested Discipline</u>
1 <sup>st</sup>	Warning <b>or</b> ABSD <b>or</b> SS
2 <sup>nd</sup>	1 day of ISS <b>or</b> ABSD <b>or</b> CP <b>or</b> SS
3 <sup>rd</sup>	1-3 days of ISS <b>or</b> ABSD <b>or</b> CP <b>or</b> SS
4 <sup>th</sup>	3-5 days of ISS <b>or</b> 1 day of OSS/ Mandatory parent conference
5 <sup>th</sup>	1-3 days of OSS/Behavior Contract/ Counselor Referral
6 <sup>th</sup>	3 days of OSS
7 <sup>th</sup>	5 days of OSS
8 <sup>th</sup>	10 days of OSS pending a Disciplinary Hearing

***School Administration reserves the right to forego the discipline guideline at any time, if the incident is deemed severe.***

### Middle/High School

#### Alcohol/ Drugs/Firearms

10 days OSS pending a Hearing and file all mandatory legal charges

#### Harmful Devices

1<sup>st</sup> offense - 1 day OSS

2<sup>nd</sup> offense - 3 days OSS, Behavior Contract

3<sup>rd</sup> offense - 5 days OSS, with the possibility of a Disciplinary Hearing

### Harmful Weapons

1<sup>st</sup> offense - 5 day OSS, Behavior Contract, report to law enforcement, with the possibility of a Disciplinary Hearing

2<sup>nd</sup> offense – minimum of 5 days OSS pending a Disciplinary Hearing and report to law enforcement

### Bullying/Cyberbullying

1<sup>st</sup> offense - 3 days OSS/ School Counselor Referral/ Formal notification of parents with the possibility of a Disciplinary Hearing

2<sup>nd</sup> offense - 5 days OSS & Behavior Contract with the possibility of a Disciplinary Hearing

3<sup>rd</sup> offense - 10 days OSS pending a Disciplinary Hearing

### Sexual Infractions

1<sup>st</sup> offense - 3 days OSS/ School Counselor Referral/ Formal notification of parents with the possibility of a Disciplinary Hearing

2<sup>nd</sup> offense - 5 days OSS & Behavior Contract with the possibility of a Disciplinary Hearing

3<sup>rd</sup> offense - 10 days OSS pending a Disciplinary Hearing

### Fighting

1<sup>st</sup> offense - 5 day OSS, possible Disciplinary Hearing and legal charges or corporal punishment\*

2<sup>nd</sup> offense - 10 days OSS pending a Disciplinary Hearing and legal charges

\*Administrator discretion

### Instigation of an Altercation

1<sup>st</sup> offense— 3 days ISS or 1 day OSS

2<sup>nd</sup> offense— 3 days of OSS & Behavior Contract

3<sup>rd</sup> offense— 10 days OSS pending a Disciplinary Hearing

### Physical Aggression

1<sup>st</sup> offense— 3 days ISS or 1 day OSS

2<sup>nd</sup> offense— 3 days of OSS & Behavior Contract

3<sup>rd</sup> offense— 10 days OSS pending a Disciplinary Hearing

### Physical Aggression towards Faculty/Staff

10 days of OSS, pending a Disciplinary Hearing and legal charges

### Profanity towards Faculty/Staff

3-10 days of OSS, with the possibility of a Disciplinary Hearing and legal charges

Tobacco

1<sup>st</sup> – 1 day of ISS or 1 day OSS and possible legal charges 2<sup>nd</sup> offense - 1 day OSS and possible legal charges

3<sup>rd</sup> offense and subsequent offenses - 3 days OSS, possible Disciplinary Hearing and legal charges

Skipping school (leaving campus)

1<sup>st</sup> & 2<sup>nd</sup> offense—3 days of ISS; possibility of revoking parking permit

3<sup>rd</sup> and subsequent offenses- 3 days OSS, Behavior Contract, possible Disciplinary Hearing

Unauthorized Recording or Transmission of School, School Personnel or Students

All recordings/ transmissions have to be authorized by the school

2-5 days OSS, possible Discipline Hearing

Vaping\*

1<sup>st</sup> – 2 days OSS & possible legal charges

2<sup>nd</sup> offense - 3 day OSS & possible legal charges

3<sup>rd</sup> offense and subsequent offenses - 5 days OSS, possible Disciplinary Hearing and legal charges

*\*Depending on the circumstances vaping could be considered a drug violation.*

Verbal Fight

Profanity laced or threatening argument 2-5 days OSS, possible Disciplinary Hearing and legal charges

**Elementary School Discipline Guidelines for Range of Consequences**

ABSD—After School Detention

ISS—In School Suspension

OSS—Out of School Suspension

CP—Corporal Punishment

Offense      Suggested Discipline

1<sup>st</sup>              Warning **or** Detention **and/or** Parent Contact

2<sup>nd</sup>              1-3 day of Detention (Progressive)/ Corporal Punishment

3 <sup>rd</sup>	1-3 day of Detention (Progressive)/ Corporal Punishment
4 <sup>th</sup>	1-3 days of OSS/ Team meeting/ Referred to School Counselor/ Corporal Punishment/Loss of Privileges/Activities
5 <sup>th</sup>	3-4 days of OSS/ Behavior Contract/ Corporal Punishment/Loss of Privileges/activities
6 <sup>th</sup>	3-5 days of OSS/ Corporal Punishment
7 <sup>th</sup>	3-5 days of OSS/ Corporal Punishment
8 <sup>th</sup>	10 days of OSS pending a Disciplinary Hearing

*Administration has the right to forego the Discipline Guideline at any time, if the incident is deemed severe*

### Alcohol/ Drugs

10 days OSS pending a Hearing & legal charges

### Harmful Devices

1<sup>st</sup> offense - 1 day OSS

2<sup>nd</sup> offense -3 days OSS/ Behavior Contract

3<sup>rd</sup> offense - 5 days OSS, with the possibility of a Disciplinary Hearing

### Harmful Weapons

1<sup>st</sup> offense - 5 day OSS, Behavior Contract, report to law enforcement, with the possibility of a Disciplinary Hearing

2<sup>nd</sup> offense – minimum of 5 days OSS pending a Disciplinary Hearing and report to law enforcement

### Bullying/Cyberbullying

1<sup>st</sup> offense - 3 days OSS/ School Counselor Referral/ notification of parents

2<sup>nd</sup> offense - 5 days OSS and Behavior Contract

3<sup>rd</sup> offense - 10 days OSS pending a Disciplinary Hearing

### Fighting

1<sup>st</sup> offense – 1-3 days OSS, possible Disciplinary Hearing and legal charges or corporal punishment

2<sup>nd</sup> offense – 3-5 days OSS pending a Disciplinary Hearing and legal charges

3<sup>rd</sup> offense – 5-10 days OSS, possible Disciplinary Hearing

### Instigation of an Altercation

1<sup>st</sup> offense— Behavior letter and parent contact/ Detention

2<sup>nd</sup> offense— 3 days of Detention or corporal punishment

3<sup>rd</sup> offense— 1-3 OSS

Physical Aggression

1<sup>st</sup> offense— 3 days Detention/ 1 day OSS/ Corporal Punishment

2<sup>nd</sup> offense— 1-3 days OSS or Corporal Punishment

3<sup>rd</sup> offense—3-5 days OSS / Behavior Contract

Physical Aggression towards Faculty/Staff

10 days of OSS, pending a Disciplinary Hearing and legal charges

Profanity towards Faculty/Staff

3-10 days of OSS, possible Disciplinary Hearing and legal charges

Tobacco

1<sup>st</sup> – 1 day OSS

2<sup>nd</sup> offense – 2-3 day OSS

3<sup>rd</sup> offense and subsequent offenses – 3+ days OSS, possible Disciplinary Hearing

Unauthorized Recording or Transmission of School, School Personnel or Students

All recordings/ transmissions have to be authorized by the school days OSS, possible Discipline Hearing

Vaping\*

1<sup>st</sup> – 1-3 day OSS

2<sup>nd</sup> offense – 2-3 day OSS

3<sup>rd</sup> offense and subsequent offenses - 5 days OSS, possible Disciplinary Hearing and legal charges

*\*Depending on the circumstances vaping could be considered a drug violation.*

Verbal Fight

Profanity laced or threatening argument 2-5 days OSS, possible Disciplinary Hearing and legal charges.

## Range of Consequences

The decision to charge a student for violation of this Student Conduct Behavior Code shall be made by the administration of the local school.

The following disciplinary actions may be imposed for any violation of this Code of Conduct:

- Warning and/or counseling with a school administrator or counselor
- Loss of privileges
- Isolation or time Out
- Temporary removal from class or activity
- Notification of parents
- Parent conference
- Detention/Corporal Punishment
- In School Suspension
- Referral to a hearing officer
- Short-term suspension
- Restitution for stolen or damaged property
- Suspension or expulsion from the school bus
- Suspension or expulsion from the school
- Placement in an Alternative Education Program

References to Title 16 of the Official Code of Georgia Annotated (O.C.G.A.) included in the Student Conduct Behavior Code do not require that the elements of the specific criminal code section referenced be proved beyond a reasonable doubt before schools may punish misconduct. Further, these code references do not impose any additional intent requirements upon schools pursuing discipline against students for the violation of this Code.

Georgia law requires that certain acts of misconduct be referred to the appropriate law enforcement officials. The school will refer any act of misconduct to law enforcement officials when school officials determine such referral to be necessary or appropriate.

### Glossary of Discipline Terms

**Assault:** Any threat or attempt to physically harm another person or any act which reasonably places another person in fear of physical harm. (Example: threatening language or swinging at someone in an attempt to strike).

**Battery:** Intentionally making physical contact with another person in an insulting, offensive, or provoking manner or in a way that physically harms the other person. This includes attacking another person with a weapon or one that causes serious bodily harm to the victim. This also includes the placement of a bomb or an explosive material sent through the mail, regardless of whether or not the material explodes.

---

*The principal is the designated leader of the school and, in concert with the staff, is responsible for the orderly operation of the school. In cases of disruptive, disorderly, or dangerous conduct not covered in this Code, the school administration may undertake corrective measures which he or she believes to be in the best interest of the student and the school, provided any such action does not violate school Board policy or procedures.*

---

**Bullying/Cyberbullying** 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 substantial physical harm, b) substantially interferes with a student's education, c) is so severe, persistent or pervasive that it creates an intimidating/ threatening educational environment or d) disrupts the orderly operation of school. (O.C.G.A. 20-2-751.4)

For the purposes of this handbook cyberbullying will be treated as the same as bullying. Cyberbullying which occurs through the use of electronic communication, whether or not such 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.

**Chronic Disciplinary Problem Student:** A student who exhibits a pattern of behavioral characteristics that interferes with the learning process of other students.

**Detention:** A requirement that the student report to a specified school location and to a designated teacher or school official to make up work missed. Detention may require the student's attendance before school or after school. Students are given one day's warning so that arrangements for transportation can be made by the parents or guardians.

**Expulsion:** Suspension of a student from a public school beyond a calendar year. Such action may be taken only by the hearing officer.

**Fighting:** Mutual participation in a fight involving physical violence where there is no one main offender or major injury.

**Fireworks:** The term “fireworks” means any combustible or explosive composition or any substance or combination of substances or article prepared for the purpose of producing a visible or audible effect by combustion, explosion, deflagration, or detonation, as well as articles containing any explosive or flammable compound and tablets and other devices containing an explosive substance.

**Gambling:** Engaging in a game or contest in which the outcome is dependent upon chance even though accompanied by some skill, and in which a participant stands to win or lose something of value.

**In-School Suspension (ISS):** Removal of a student from assigned and extracurricular classes and placement of that student into an isolated educational setting.

**Suspension:** Removal of a student from the regular school program for a period not to exceed 10 days (short-term), or for a period greater than 10 days (long-term), which may be imposed only by the hearing officer. During the period of suspension, the student is excluded from all school-sponsored activities including practices, as well as competitive events, and/or activities sponsored by the school or its employees.

**Theft:** The offense of taking or misappropriating any property of another with the intention of depriving that person of the property, regardless of the manner in which the property is taken or appropriated.

**Waiver:** A waiver is an agreement not to contest whether a student has committed an infraction of the Code of Conduct and the acceptance of consequences in lieu of a hearing before a hearing officer.

**Weapons and/or Harmful Devices:** The term weapon is defined as any object which is or may be used to inflict bodily injury or to place another in fear for personal safety or well-being. The following items are defined as weapons:

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, hand grenade or knife.

***Treutlen County Schools may utilize physical restraint in those situations in which the student is an immediate danger to himself or others and the student is not responsive to less intensive behavioral interventions including verbal directives or other de-escalation techniques. The physical restraint techniques used in the school's work to assure that students are restrained***

*in a manner that is safe to the student and the staff implementing the restraint.*

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, of 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.

### **Student Removal from Class**

A teacher may remove a student from class or refer to the principal or designee a student from class if the student has exhibited behavior that repeatedly or substantially interferes with the teacher's ability to direct students in his or her class or the ability of other students to learn in the class. O.C.G.A. § 20-2-738.

When a teacher has previously filed a report of a student's repeated or substantial interference with the classroom or when the behavior of a student poses an immediate threat to the safety of the student's classmates or the teacher, the teacher shall have the authority to remove the student from the classroom pursuant to O.C.G.A. § 20-2-738.

When a teacher has previously filed a report of a student's repeated or substantial interference with the classroom or when the behavior of a student poses an immediate threat to the safety of the student's classmates or the teacher, the teacher shall have the authority to remove the student from the classroom pursuant to O.C.G.A. § 20-2-738.

Each school will have a placement review committee. The placement review committee shall be responsible for determining the appropriate placement of a student when the principal recommends that the student be returned to the classroom and the teacher withholds consent for the student's return. The placement review committee shall consist of three members, including two teachers and one alternate teacher chosen by the faculty and a member of the professional staff chosen by the principal. O.C.G.A. § 20-2-738(d).

### ***Electronics/Network Expectations***

All Treutlen County students are granted access to the internet. When using Treutlen County School System technology or network access, students are expected to follow the Student Conduct Behavior Code, including respecting others' privacy. Online student accounts are to be used for legitimate educational purposes and are subject to monitoring and review, including review of text and attachments that are related to that student or students. At NO TIME should a student consider e-mail, networked applications, or account or technology access private or confidential in any way.

While the school district does maintain Internet filters, there may be times when a student may accidentally or purposefully discover inappropriate materials online. Treutlen County School System DOES NOT

CONDONE the use of such materials. Inappropriate use of system technology or network access is a violation of the Student Conduct Behavior Code. If the parent/guardian wishes to prohibit their child from accessing the internet, the school or school system must be notified in writing, within 30 days of the beginning of the school year or the date of enrollment. Internet access is a privilege, not a right, and all students are expected to treat this learning tool with respect. System technology, network access, and electronic resources must not be used to:

- Harm other people.
- Interfere with other people's work.
- Steal property.
- Gain unauthorized access to other people's files or programs.
- Gain unauthorized access to online resources, including using someone else's password.
- Make changes to the hardware or software configuration of any machine, including installing or deleting any software.
- Improperly use the network, including introducing software viruses and/or bypassing local school or office security policies.
- Steal or damage data and/or computers and network equipment.
- Access, upload, download, and/or distribute pornographic, hate-oriented, profane, obscene, or sexually explicit material.

***The Treutlen County Board of Education (BOE) permits students to possess communication devices on a limited basis and provides local school principals with the authority to set forth rules pertaining to student possession and use of such devices at their individual schools.***

Failure to follow these guidelines can violate the Official Code of Georgia, O.C.G.A., Codes 16-9-90, 16-9-91, 16-9-93, and 16-9-93.1 as well as Title XVII of United States Public Law 106-554, known as the Children's Internet Protection Act. Such use can also lead to disciplinary actions, up to and including loss of access to the Treutlen County School System technology resources and further disciplinary actions as defined by existing Treutlen County School System policies. Such disciplinary actions may include confiscation of technology being used inappropriately if an incident occurs.

### ***Extracurricular Activity Expectations***

Participation in interscholastic athletic competitions is a privilege extended to the students by the Treutlen County Board of Education. Students participating in Georgia High School Association (GHSA) extracurricular athletic activities act as representatives of Treutlen County Schools (TCS). All students are expected to conduct themselves in such a manner as to meet the highest standards of TCS at all times.

The Code of Conduct is designed to establish high expectations and standards for all students participating in GHSA sanctioned athletic activities. All students, parents, and coaches understand that the top priority is academic achievement. The Code of Conduct establishes high expectations regarding behavior and consistent consequences when violations occur.

The Code of Conduct goes into effect on the first day a student joins a TCS high school athletic team. The Code remains in effect for the entire calendar year, including time when school is not in session.

The offenses and consequences listed below are in addition to (not in lieu of) any school or criminal consequences associated with the student misconduct.

All consequences listed in this Code of Conduct are minimum standards. The coach has the discretion to set consequences over and above the minimum standards.

**Violation A: Long-term Suspension (exceeding 10 days, with or without alternative school placement)**

**Consequence:** Ineligible to attend or participate in any athletic or extracurricular activity during time of suspension

**Violation B: Arrest for, or charged with the commission of, any act that is a felony or would constitute a felony if committed by an adult (regardless of location or time of the alleged act; in or out of school)**

**Consequence:** Immediate suspension from all participation until such time as:

- a) School officials determine that the student did not commit the act(s) or other felony conduct;  
or
- b) Local prosecutors dismiss or drop all pending charges and petitions; or
- c) The student pleads guilty to a misdemeanor charge, in which case refer to Violation D listed in this Code; or
- d) The student is convicted and sentenced to a felony or is adjudicated delinquent in the Juvenile Court of conduct which if committed by an adult could be charged as a felony and serves any and all portions of the sentence including all periods of probation.
- e) For the following violations (C, D, and E), the school administration must have valid evidence and/or verifiable record of the violation as defined by the following:
  - 1) Self-admitted involvement by the student
  - 2) Witnessed student involvement by the sponsor, coach, or any staff member
  - 3) Parent admission of their student's involvement in tobacco, alcohol or other drugs
  - 4) Verified by official police report given to the school
  - 5) Evidence of violations through investigation by school officials

If the offense occurs at school or on school property (at any time), off school grounds, at a school-sponsored activity, function, or event or en route to and from school, the student will be subject to the actions described in the Student Conduct Behavior Code (Policies JCDA, JCDA, JCDAC, JCDAE, JCDAF, JCDAG) and the following consequences for extracurricular activities.

**Violation C: Tobacco (any type) Consequence:**

1st Offense – Consequence determined by approved local school athletic/extracurricular policy.

2nd Offense – Suspension from athletic/extracurricular competition for a minimum of 10% of the remainder of the season.

3rd Offense – Dismissed from team, but allowed to try out for subsequent athletic extracurricular activities after that sport/activity has completed its season

**Violation D: Alcohol/Other Drugs (Possession and/or Use)/Misdemeanor Criminal Law Violations**

**Consequences:** Coach/Sponsor and Administrator will meet with the student and parent(s) or guardian.

1st Offense – Consequence determined by approved local school athletic/extracurricular policy

2nd Offense – Suspension from athletic extra-curricular activities for a minimum of 20% of the season.

**Violation E: Violations of school rules meriting OSS Consequences:**

Out-of-School Suspension (Short-term, not exceeding 10 days) – Participation may resume after suspension is served.

**Violation F: Hazing**

**Consequences:** Coach/Sponsor and local administrator will meet with the student and parent(s) or guardian.

1st Offense – Suspension from any athletic extra-curricular activity for a minimum of 10% of the remainder of the season.

2nd Offense – Suspension from all athletic extracurricular activities for remainder of school year extracurricular activities.

3rd Offense – Possible permanent suspension from all athletic and school activities.

***Rights and Responsibilities*****Rights of Students**

Students shall have the right to:

- 1) Pursue a successful education in a safe environment without disruption;
- 2) Receive fair and equitable treatment without discrimination in every aspect of the educational system;
- 3) Be treated respectfully and as an individual; and
- 4) Be informed of their rights, responsibilities and the discipline policies of the school.

### **Responsibilities of Students**

All students share with the administration and faculty the responsibility to develop a safe learning environment within the school. Students shall have the responsibility to:

- 1) Attend school regularly, arrive on time, and bring materials;
- 2) Respect the personal, civil and property rights of others;
- 3) Put forth conscientious effort in classroom work and homework;
- 4) Groom and dress appropriately;
- 5) Have knowledge of and conform to school rules and regulations;
- 6) Not use indecent, obscene, or foul language;
- 7) Report incidents or activities that may threaten or disrupt the school environment; and
- 8) Be responsible for all textbooks, uniforms, science equipment, athletic gear, library materials, and any other services provided to them during the school year. Each item must be returned at the end of the semester or year to the teacher or individual who issued the item. Students are expected to pay for any damaged equipment, materials, or other property, and any fees due.

### **Rights of Parents/Guardians**

Parents shall have the right to:

- 1) Receive regular official reports or their child's academic progress;
- 2) Receive an explanation for the basis of any grade given by the teacher;
- 3) Request a conference with the teacher and/or principal;
- 4) Receive a prompt report of their child's attendance to class or school;
- 5) Bring an interpreter during disciplinary conferences or hearings, when a parent or student has limited English proficiency and the parent or student requests an interpreter or the school observes that a parent or student's limited English proficiency would deny them an opportunity to meaningfully participate in the conference or hearing; and
- 6) Appeal disciplinary actions of suspensions of 10 days or more.

### **Responsibilities of Parents/Guardians**

Parents/guardians shall have the responsibility to:

- 1) Ensure that their children between the ages of 6 and 16 enroll in schools regularly, on time, and for the whole school day in accordance with the laws of the State of Georgia;
- 2) Enroll their child in another school if he/she is expelled from TCS;
- 3) Present to school officials any concern in a calm, reasoned manner;
- 4) Work with the school on academic, disciplinary, or other related matters pertaining to their child;
- 5) Plan the time and place for homework assignments and provide necessary supervision;
- 6) Talk with their child about school activities and expected behavior;
- 7) Know the rules set forth in this Code and review them with their child; and
- 8) Ensure that their child receives the periodic student health examinations that are required by law.

## **Health & Safety**

### ***Bedbugs***

Schools will contact parents when their child is suspected of having bedbugs.

Before your child can be admitted to school, he or she must be checked by the local school administrative designee.

Your child will not be readmitted to school until they are bedbug and egg free. Please accompany your child for him/her to be rechecked by the local school administrative designee.

### ***Treutlen County School System Safety Plan***

The Treutlen County School System has developed an Emergency Preparedness Plan for the school system and for each of the Treutlen County schools. A copy of each plan is on file in the Treutlen County Board of Education office. A copy of the individual school plan is on file in the principal's office. Safety drills are held at each school based on the school's approved plan. The schools and the central office monitor weather conditions on a continuous basis.

### ***Child Abuse and/or Neglect***

All Treutlen County Schools faculty and staff are state mandated reporters and are required to report any suspected instances of child abuse or neglect to designated school officials, who in-turn report to the appropriate authorities.

### ***Concussion Policy***

In accordance with Georgia law and national playing rules published by the National Federation of State High School Associations, any athlete who exhibits signs, symptoms, or behaviors consistent with a concussion shall be immediately removed from the practice or contest and shall not return to play until an appropriate health care professional has determined that no concussion has occurred. (NOTE: An appropriate health care professional may include, a licensed physician (MD/DO) or another licensed individual under the supervision of a licensed physician, such as a nurse practitioner, physician assistant, or certified athletic trainer who has received training in concussion evaluation and management.)

- a) No athlete is allowed to return to a game or a practice on the same day that a concussion (a) has been diagnosed, OR (b) cannot be ruled out.
- b) Any athlete diagnosed with a concussion shall be cleared medically by an appropriate health care professional prior to resuming participation in any future practice or contest. The formulation of a gradual return to play protocol shall be a part of the medical clearance.
- c) It is mandatory that every coach in each GHSA sport participate in a free, online course on concussion management prepared by the NFHS (available online at [www.nfhslearn.com](http://www.nfhslearn.com)) at least every two years – beginning with the 2013-2014 school year.
- d) Each school will be responsible for monitoring the participation of its coaches in the concussion management course and shall keep a record of those who participate.

### ***Emergency Contact Information***

In the event of an emergency/illness at school, it is very important that the school has up-to-date contact information. It is the parent/guardian's responsibility to make transportation arrangements to pick up sick and/or injured students promptly from the school.

### ***First Aid/Illness***

Students who become ill during the school day or are in need of first aid must report to the principal's office or clinic. Arrangements are made for getting students to a doctor or home when an emergency arises. If a student is taken to a doctor or the hospital, the parent is notified immediately and is expected to pick up the student and assume responsibility for their well-being. STUDENTS MAY RETURN TO SCHOOL WHEN THEIR TEMPERATURE HAS BEEN NORMAL FOR 24 HOURS (WITHOUT MEDICATION TO CONTROL TEMPERATURE). Please immediately notify the school principal and school nurse upon enrollment or subsequent diagnosis of any allergies a child has.

### ***Head Lice***

Schools will contact parents when their child is suspected of having head lice. Before your child can be admitted to school, he or she must be checked by the local school nurse.

Unless proof of treatment is presented and all live lice are gone, your child will not be readmitted to school nor will he/she be allowed to ride the school bus until these procedures are followed. Please accompany your child for him/her to be rechecked by the school nurse.

### ***Hospital/Homebound Program***

The Hospital/Homebound Program is available for students who have a serious illness necessitating an absence of ten (10) days or more or who have a documented chronic illness necessitating frequent, intermittent absences. The parent must obtain forms from the school and have a doctor complete a statement that the student is too sick to attend school. When this form is returned to the school, a meeting will be scheduled to develop an educational service plan. The student is counted present for the time of confinement as long as s/he is served three (3) hours or more per week by the Hospital/Homebound Teacher.

Students who miss more than four weeks of school due to an illness should be referred to the student support team at the school. Modifications and adaptations in the classroom; services of the school nurse, and/or counselor; modifications in the length of day; and other alternatives should be considered in an effort to enable the student to participate in the educational process on the actual school campus. Hospital/homebound services are not a substitution for the on-campus academic curriculum. Students should be educated at school, when at all possible.

A child who returns to school will be automatically removed from the hospital/homebound program.

## ***Medication***

All medications, along with a completed Authorization for Administration of Medicine form, must be carried to the clinic by a parent/guardian in the original labeled bottle and logged in with the school nurse. **DO NOT SEND MEDICATION TO SCHOOL WITH YOUR STUDENT.**

Medication brought in by students will not be given and will be held until logged in by a parent or guardian. While the student is at school, medication will be kept and administered by the school nurse or designee in the clinic or office, and the inventory will be updated as medication is taken.

## ***School Closings***

School closings are determined by the Superintendent, not by the local school. If bad weather causes school to be cancelled or dismissed early, public announcements will be made on the school system's website ([www.treutlen.k12.ga.us](http://www.treutlen.k12.ga.us)). The basic premise is that school is open or will remain open unless it is specifically announced otherwise. Full-day cancellations usually are announced by 6 AM.

## ***Self-Administration of Medication***

Senate Bill 472 authorizes student self-administration of prescription asthma medication at school, thus relieving the school district and its employees of any liability in connection with such self-administration. In order for a student to keep an asthma inhaler in his possession, the bill requires (1) written authorization from a parent or legal guardian; (2) a physician's written statement detailing the name and purpose of the medication, prescribed dosage, and time(s) or special circumstances for administration of the medication; and, (3) written authorization from the parent(s) or guardian(s) for the school to seek emergency medical treatment for the student when necessary and appropriate. Please contact the school nurse to obtain the appropriate form.

## **Instruction**

### ***Curriculum***

Georgia Standards of Excellence (GSE) describe the knowledge and skills in English Language Arts and Mathematics that students will need when they graduate, whatever their choice of college or career. These sets of standards define the knowledge and skills students should have to succeed in entry-level, credit-bearing, academic college courses and in workforce training programs. The standards are based on the best national and international standards, giving our students a competitive advantage in the global economy.

Treutlen County Schools uses the Measures of Academic Progress (MAP) for academic universal screening K-12 in reading, language usage, and math. The computerized screeners are completed three times a year. MAP creates a personalized assessment experience by adapting to each student's learning level for a measurement of student progress and growth. The System in collaboration with school leadership teams at the schools also use MAP to predict student performance on the Georgia Milestones.

The Social, Academic, and Emotional Behavior Risk Screener (SAEBRS) is utilized for behavior universal screening K-12 in Treutlen County Schools. SAEBS is a tool that measures common behavioral criteria in Social Behavior, Academic Behavior, and Emotional Behavior along with risk and protective factors. This information is used to inform student needs and recommend school supports.

### ***Dual Enrollment (DE)***

House Bill 149, Move on When Ready (MOWR), provides an arrangement whereby an eligible student in attendance at a public high school in Georgia may take all of his or her courses at or through an eligible institution or a virtual medium approved by the State Board of Education. Through this dual enrollment, the student will receive secondary credit from his or her high school with the goal of completing graduation and high school diploma requirements. As with all dual enrollments, DE students are enrolled in both the high school and the postsecondary institution and earn credits through both systems. Under HB149, funding for DE students is provided through FTE, as arranged by the Department of Education.

Dual enrollment provides Georgia high school students with the opportunity to take college-level courses and earn concurrent credit toward a high school diploma and a college degree. Participation in dual enrollment eases the transition from high school to college, provides students with an early start on their college careers, and offers meaningful and challenging academic experiences to qualified students. Dual enrollment can help increase the number of high school graduates who are ready to both begin college and start a career.

Any eligible high school student may enroll full-time or part-time in approved credit-bearing college-level courses that are approved by the State Board of Education. Courses may be taken before, during, or after regular school hours on the college campus, online, or at the high school. Approved courses may count toward high school graduation requirements, as well.

Tuition, materials and fees for full-time dual enrollment students is provided through the student's high school FTE funding. Under the DE program, an eligible student enrolled in courses taken at an eligible institution for secondary credit shall not be able to apply for any other state student financial aid at said institution.

### **HOPE Grant Program**

The HOPE Grant program is a non-need based grant program, separate from the HOPE Scholarship, offered during the fall, winter, and spring terms of the school year at eligible high schools for Georgia residents seeking technical certificates or diplomas from TCSG and USG eligible postsecondary institutions. The Georgia Lottery for Education funds the Hope Grant program. The Georgia Student Finance Commission (GSFC) administers the program.

Please see your school counselor or contact the Georgia Student Finance Commission for the most current information on these programs.

### ***Exceptional Student Services***

The Exceptional Student Services Department meets the individual needs of students ages three through twenty-one who are eligible for services according to the Individuals with Disabilities Education Act (IDEA).

A full continuum of services is available, ranging from the least restrictive to more restrictive environments, depending on the specific needs of the student. The department also supports schools in ensuring students with disabilities appropriately access the curriculum and provide specialized instruction as determined necessary by the Individualized Education Program (IEP).

In collaboration with students, schools, families, and the community, the Exceptional Student Services Department assists students with disabilities in increasing academic performance and enhancing post-secondary options.

### ***Georgia Milestones Assessment “Test Out” Option for High School***

The opportunity exists for students to “test-out” of any course for which there is an associated End -of-Course- Test (EOCT) and earn credit for the course through that process (See State Board of Education Rule 160-5-1-15).

Students must meet the following eligibility requirements to exercise this option:

- The student must not be currently or previously enrolled in the course for which the Georgia Milestones Assessment is being exempted.
- The student must have earned a grade of B or better in the most recent course that is in the same content area of the course for which the student is attempting the Georgia Milestones Assessment.
- The student must receive a teacher recommendation from the teacher in the most recent course in the same content area for which the student is attempting the Georgia Milestones Assessment.
- The student must have parent/guardian permission if the student is less than 18 years of age.
- If the student does not reach the performance level of Exceeds when attempting to test-out, they will be required to enroll and complete the associated course to receive credit and will retake the EOCT following the course.
- A \$50 deposit is required for any student taking the test.

### ***Grading***

For students in kindergarten, student performance is assessed using the Georgia Kindergarten Inventory of Developing Skills (GKIDS).

For students in grades 1–12, student performance is graded using the following scale:

90% and above A - excellent progress

80%-89% B - above average

70%-79% C - average progress below

69% -below F - unsatisfactory

## ***Professional Qualifications of Teachers***

In compliance with the requirements of the *Every Student Succeed Act*, parents are entitled to request information about the professional qualifications of their child's teacher. The following information may be requested:

1. has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
2. is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
3. is teaching in the field of discipline of the certification of the teacher; and
4. whether the child is being provided services by a paraprofessional and, if so, their qualifications.

If you wish to request information concerning the qualifications of your child's teacher and/or paraprofessional, please contact the school principal.

All Georgia paraprofessionals must hold a valid state license issued by the Georgia Professional Standards Commission, (based on state certification rule 505-2-18).

## ***Promotion Policy***

### **Grades 1-8**

To be promoted from one grade to another, a student must pass all but one subject, satisfy requirements of policy IHE, and satisfy attendance requirements. Students in grade 3, 5, and 8 must have passed the appropriate Georgia Milestones Assessment.

If a student receives services through the Exceptional Services Department or has been retained before, a special committee will determine appropriate placement.

### **Grades 9-12**

Students must meet the following minimal number of credits to be promoted to the next grade level:

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 exercises. All prospective graduates must participate in graduation practices in order to participate in the graduation ceremony 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. They must also have met all other Honor Graduate requirements and be ranked #1 in their senior class.
7. To be salutatorian, a student must have attended Treutlen High School for his/her entire junior and senior years. They must also have met all other Honor Graduate requirements and be ranked #2 in their 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 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.

## Student Support

Treutlen County Schools uses the SST process in conjunction with a Multi-Tiered Student Support System. Schools utilize Response to Invention:

Requests for service for the student from the Student Support Team may include curriculum strategies and interventions, learning style assessment, behavior management techniques, achievement assessment, home-school communication, or study skill assistance.

Prior to consideration of services under IDEA, various interventions should be used documented, described, and discussed. In limited instances, the Student Support Team may make an immediate recommendation to determine eligibility. These cases are those in which the necessity for services is so clear that use of other options would be non-productive or harmful to the child and are well documented.

### ***Title I, Parental Involvement Plan***

The Board recognizes that a child's education is a responsibility shared by the school and the family. To effectively educate students, the schools and parents must work as knowledgeable partners. Parent and family involvement is an ongoing process that assists the teachers in meeting their obligations to the child. As their child's first teacher, the parent helps to promote clear, two-way communication between the home and the school.

The Board and all Treutlen County public schools shall abide by and support all rules and regulations pertaining to Title I, Improving the Academic Achievement of the Disadvantaged, No Child Left Behind Act of 2001, Public Law 107-110, and

Georgia's ESEA Flexibility Waiver approved Feb. 9, 2012. A written plan for Title I parental involvement that establishes programs and practices to enhance parental involvement and reflects the needs of students and families will be jointly developed by parents and school staff. The plan will be unique to each school and will include a home/school compact. The plan will support the development, implementation, and regular evaluation of the parental involvement program.

The Superintendent or his designee shall supervise the development and annual review of the Treutlen County Public Schools Title I Parental Involvement Policy to be incorporated into the plan developed pursuant to 20

U.S.C.A. § 6312. The Title I Parental Involvement Policy shall be developed jointly with, approved by, and distributed to parents. The Title I Parental Involvement plan shall establish Treutlen County Public Schools expectations for parental involvement and shall describe how Treutlen County Public Schools will:

- 1) Involve parents in development of the plan required under 20 U.S.C.A. § 6312 and the process of school review and improvement;
- 2) Provide the coordination, technical assistance, and other support necessary to assist participating schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance;
- 3) Build the schools' and parents' capacity for strong parental involvement;
- 4) Coordinate and integrate parental involvement strategies under Title I with parental involvement strategies under other instructional pre-K through 12 programs;

- 5) Annually evaluate, with the involvement of parents, the content and effectiveness of the Title I Parental Involvement Plan in improving the academic quality of the schools, including identifying barriers to greater participation (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, limited literacy, or are of any minority background). The findings of said evaluation should assist in designing strategies for more effective parental involvement, and to revise, if necessary, the Title I Parental Involvement Plan.

### ***Annual Notice of Nondiscrimination***

As required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990, the Treutlen County School System does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission to its programs, services, or activities; in access to them; in the treatment of individuals; or in any aspect of its operations and provides equal access to the Boys Scouts and other designated youth groups. Treutlen County School System's Career, Technical and Agricultural Education (CTAE) department does not discriminate in enrollment or access to any of the available programs located in middle or high schools. The challenging CTAE curriculum, in conjunction with core academics, provides a robust academic skills and hands-on experience. Program offerings include Broadcast/Video Production, Business and Computer Science, Construction, Culinary Arts, Engineering and Technology, Education, Graphic Communication and Design, Government and Public Safety including JROTC, Healthcare Science, Journalism and Marketing Education. Program offerings vary by school location. The lack of English language skills shall not be a barrier to admission or participation in the district's activities and programs. The Treutlen County School System also does not discriminate in its hiring or employment practices.

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 school principal or directly to the contacts listed below.

***Dr. Jameson Travick, Assistant Superintendent Treutlen County Schools  
5040 South Third St.  
Soperton, GA 30457  
(912) 529-7101***

Inquiries concerning the application of Title II, Title IX, Title VI, Section 504, or the Americans With disabilities Act to the policies of the Treutlen County Board of Education may be addressed to the person listed above, who can assist with processing complaints, questions, or requests for additional information.

## ***Treutlen County School System Complaint Procedure for Title II; Title IX; and Section 504***

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

### **Complaints Procedure**

Complaints made to the School District regarding alleged discrimination or harassment on the basis of race, color or national origin in violation of Title VI; religion or sex in violation of Title VII; sex in violation of Title IX; disability in violation of Section 504 or the ADA, or on the basis of age in violation of the ADEA, will be processed in accordance with the following procedure:

Any employee, applicant for employment, or other person with a complaint alleging a violation as described above shall promptly notify, in writing or orally, either the principal for his/her school or the appropriate coordinator designated from time to time by the Board of Education. If the complaint is oral, either the coordinator or school principal to whom the complaint is made shall promptly prepare a memorandum or written statement of the complaint as made to him or her by the complainant and shall have the complainant read and sign the memorandum or statement if it accurately reflects the complaint made. If the complaint is made to a school principal, he or she shall be responsible for notifying the appropriate coordinator of the complaint.

If the alleged offending individual is the coordinator designated by the Board of Education, the complaint shall either be made by the complainant to the Superintendent or, if the complaint is initially made to the school principal, reported by the principal to the Superintendent. If the alleged offending individual is the Superintendent, the complaint shall be made to the designated coordinator, who shall, without further investigation, report the complaint to the Board chairperson.

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

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

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

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

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

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

This policy is not intended to deprive any employee of any right they may have to file a grievance pursuant to any other policy of the local Board of Education, specifically the policy designed to implement Official Code of Georgia Annotated 20-2-989.5, where appropriate. This policy is not intended to provide an alternative process for resolving evaluation and employment disputes where there already exists a due process procedure mandated by state law or State Department of Education regulations, specifically including, but not limited to, hearings to be conducted pursuant to the Fair Dismissal Act of Georgia. The complainant retains at all times the right to contact the Office of Civil Rights, the Equal Employment Opportunity Commission or any other appropriate state or federal agency with regard to any allegations that the system has violated the statutes described above.

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

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

The School District does not discriminate on the basis of race, color, national origin, religion, age, disability, or sex in its employment practices. It is the policy of the Board of Education to comply fully with the

requirements of Title VI, Title VII, Title IX, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA), the Age Discrimination in Employment Act (ADEA) and all accompanying regulations. The following person has been designated as the employee responsible for coordinating the Board's efforts to implement this non-discrimination policy.

***Dr. Jameson M. Travick, Assistant Superintendent TCBOE  
5040 South Third St.  
Soperton, GA 30457***

Title II of the Americans with Disabilities Act of 1990 ("Title II"); Title IX of the Education Amendments of 1972 ("Title IX"); or Section 504 of the Rehabilitation Act of 1973 ("Section 504") formal complaints may be filed with the United States Department of Education.

***Office for Civil Rights (OCR) 400 Maryland Avenue, SW Washington, DC 20202-1100  
Customer Service Hotline 800.421.3481 Fax: 202-453-6012  
TDD: 877.521.2172  
Email: [OCR@ed.gov](mailto:OCR@ed.gov)  
Web: <http://www.ed.gov/ocr>***

***Office for Civil Rights, Region IV  
61 Forsyth Street S.W., Suite 19T10 Atlanta, GA 30303-8927  
Telephone: 404-974-9406  
Fax: 404-974-9471  
Email: [OCR.Atlanta@ed.gov](mailto:OCR.Atlanta@ed.gov)***

## **Family Educational Rights and Privacy Act (FERPA)**

Parents have certain rights with respect to student educational records pursuant to the Family Educational Rights and Privacy Act (FERPA). These rights transfer to the student when the student becomes an "Eligible Student" upon reaching the age of 18 or attending a school beyond the high school level. The rights of Parents and/or Eligible Students are summarized as follows:

- The right to inspect and review student educational records maintained by the school. A Parent or Eligible Student seeking to inspect and review educational records should submit a written request to the Principal of the school in which the student is enrolled or last attended.
- Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the school principal or appropriate school official, clearly identify the part of the record they would like changed and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request.

- The right to notice of what information the school has designated as directory information and a reasonable time after such notice to inform the school that the designated information should not be released without prior consent. See the following section for information on the release of directory information.
- The right to consent to the disclosure of personally identifiable information contained in student educational records (other than directory information), except to the extent FERPA authorizes disclosure without consent. Disclosures for which the consent of the Parent or Eligible Student is not required include the following:
  - a) to school officials with a legitimate educational interest. A school official is any school employee or any contractor, consultant, volunteer, or other person who performs school system services or functions that would otherwise be completed by school employees. A legitimate educational interest is a need that arises out of a school official's role in providing educational services, including instruction, evaluation, therapy, etc., to a student, or out of the performance of administrative, supervisory, clerical, or other responsibilities prescribed by the school system;
  - b) to other school systems in which the student seeks or intends to enroll as long as the disclosure is for purposes related to the student's enrollment or transfer;
  - c) to specified officials for audit or evaluation purposes;
  - d) in connection with the student's application for financial aid;
  - e) to state and local officials pursuant to State law;
  - f) to organizations conducting studies on behalf of the school;
  - g) to accrediting organizations;
  - h) to parents of a dependent student as defined in section 152 of the Internal Revenue Code of 1986;
  - i) to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other persons; and
  - j) in compliance with judicial order or pursuant to any lawfully issued subpoena when the educational agency makes reasonable effort to notify the Parent or Eligible Student in advance of the compliance. In limited circumstances, an order or subpoena may require the District to disclose information without notifying the Parent or Eligible Student.
- A Parent or Eligible Student who believes his or her rights under FERPA may have been violated may file a complaint by writing to the Family Policy Compliance Office. Complaints must contain specific allegations of fact giving reasonable cause to believe that a violation of FERPA occurred.

Complaints should be sent to:

**Family Policy Compliance Office**  
**U.S. Department of Education**  
**400 Maryland Avenue, SW Washington, D.C. 20202-5920**

## ***Harassment Statement***

It is the policy of the Treutlen County Board of Education not to discriminate on the basis of gender, age, race, ethnicity, color, disability, religious belief, or national origin in educational programs and activities, nor in admissions to facilities operated by the Treutlen County Board of Education, or in the employment practices of the school system. It is the express policy of the Treutlen County School Board to comply with all laws and regulations relating to discrimination now in effect or hereafter enacted.

The Treutlen County Board of Education does not and will not tolerate harassment of our students or employees. The term "harassment" includes, but is not limited to, slurs, jokes, and other verbal, graphic, or physical conduct relating to an individual's race, ethnicity, color, gender, religious belief, nationality, citizenship, age, or disability. "Harassment" also includes sexual advances, requests for sexual favors, unwelcome or offensive touching, and other verbal, graphic, or physical conduct of a sexual nature.

Violations of this policy will subject an employee to disciplinary action up to and including immediate employment termination. Students violating this policy may be disciplined up to and including expulsion from school.

## **Student Complaints and Grievances**

The Treutlen County Board of Education is committed to providing an environment free of sexual harassment and all forms of harassment and discrimination on the basis of race, color, religion, gender, age, nationality, or disability. If a student believes he or she is being mistreated on account of race, color, religion, gender, nationality, or disability, the student may utilize the following three-step procedure.

### **Step I:**

If a student has a complaint of discrimination or unfair treatment, they should report their concern to the principal, the local school's Title IX coordinator, teachers, counselors, or other school administrators. If a student is not satisfied with the complaint's resolution, the student or their parent may request a meeting with the principal, following which, the principal will inform the parent in writing of their decision regarding the complaint.

### **Step II:**

If, after meeting with the school principal, the student is not satisfied with the principal's decision, a written appeal may be submitted to the Grievance Coordinator, Dr. Jameson Travick, within 10 working days of the receipt of the principal's decision.

The appeal must cite specific reasons for reconsideration of the complaint, stating precisely the source of dissatisfaction, and be limited to the matter under review.

### **Step III:**

For assistance with the student complaint or grievance process, you may contact the district office for Treutlen County Schools.

*Retaliation on account of filing a complaint at any level is strictly prohibited.*

## ***Parents and Protection of Pupil Rights Amendment (PPRA)***

The Protection of Pupil Rights Amendment affords Parents and Eligible Students rights and protections regarding instructional materials used in educational programs, surveys administered to students, and the conduct of certain physical examinations. The rights and protections established by the PPRA include:

- **Instructional Materials.** The Parent or Eligible Student has the right to inspect any instructional material used as part of the educational curriculum for the student; and Surveys. The Parent or Eligible Student has the right to inspect any survey created by a third party, prior to the administration or distribution of the survey and the right to opt the student out of participation in any such survey. In addition, before a student may be required to submit to a survey revealing “Protected Information,” the written consent of the Parent or the consent of the Eligible Student is required. Finally, a minor student may not volunteer to submit to a survey revealing “Protected Information” without providing the Parent of the student with prior written notice of the administration of the survey and an opportunity to opt out of the survey. “Protected Information” falls into in the following categories:
  - 1) Political affiliations or beliefs of the student or student’s parent;
  - 2) Mental and psychological problems of the student or the student’s family;
  - 3) Sexual behaviors and attitudes;
  - 4) Any self-incriminating 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 with lawyers, physicians, and ministers;
  - 7) Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program); or
  - 8) Religious practices, affiliations, or beliefs of the student or parents.

**Physical Examinations.** Parents have the right to notice of any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student. Exceptions include hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law.

The Treutlen County Board of Education has developed and adopted policies regarding these rights, as well as arrangements to protect students' privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution procedures.

The Treutlen County Board of Education will notify parents and eligible students of these policies at least annually and after any substantive changes. Individual schools will directly notify parents and students, at least annually, at the start of each school year of the specific or approximate dates of the collection, disclosure, or use of personal information for marketing, sales or other distribution and the opportunity to opt of said services.

**Family Policy Compliance Office**

**U. S. Department Education 100 Maryland Avenue, SW Washington, D.C. 20202-4605**

## ***Release of Directory Information***

FERPA permits the District to disclose information designated as Directory Information without the consent of the Parent or Eligible Student. Directory Information is data which is generally not considered harmful or an invasion of privacy when distributed.

Among the purposes that the Directory Information exception facilitates is the release of student information in athletic and extracurricular programs, yearbooks, honor roll and other recognition lists, graduation programs, media releases, etc.

Treutlen County Public Schools has designated the following information as "Directory Information": name, address, telephone number, date of birth, electronic mail (e-mail) address, photograph, audio recordings, video recordings, grade level, years of attendance, participation in officially recognized activities and sports, weight and height of members of athletic teams, and honors and awards received. Unless the Parent or Eligible Student decides to opt out of Directory Information disclosure, the items as indicated above may be distributed to appropriate legitimate agencies identified by the District, including, but not limited to, PTA, colleges, and military recruiters. You have the right to refuse this disclosure. In order to opt, you must notify your student's principal in writing within 10 days of receipt of this handbook.

The written notice must include:

- (1) the name of the student;
- (2) FERPA; and
- (3) signed and a statement that the parent/guardian or eligible student is opting out of the disclosure of Directory Information under dated by the parent, guardian, or eligible student. \*

*\*Please note that your written notice will be effective for the current year only and must be renewed on an annual basis should you wish to continue to opt out of the release of directory information.*

## ***Section 504 of the Rehabilitation Act of 1973***

Section 504 is a federal law designed to protect the rights of individuals with disabilities in programs and activities that receive Federal financial assistance from the U.S. Department of Education. Section 504 provides: "No otherwise qualified individual with a disability in the United States . . . shall, solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance"

To be protected under Section 504, a student must be determined to: (1) have a physical or mental impairment that substantially limits one or more major life activities; or (2) have a record of such an impairment; or (3) be regarded as having such an impairment. Section 504 requires that school districts provide a free appropriate public education (FAPE) to qualified students in their jurisdictions who have a physical or mental impairment that substantially limits one or more major life activities.

**CHILD FIND RESPONSIBILITY:** Under Child Find for Section 504, a school district is obligated to identify students who are disabled and may need related services or accommodations because of their disability. Section 504 eligibility and the need for an accommodation plan are separate determinations. OCR (Office of Civil Rights) has indicated that a student does not have to demonstrate a need for related services or accommodations in order to be Section 504 eligible. Even if a student does not need a 504 Accommodation Plan, he/she can be determined eligible and receive procedural safeguards, periodic reevaluation, manifestation determination and the nondiscrimination protections of Section 504. Should the need for 504 Accommodation Plan develop, the team would reconvene and develop an appropriate plan.

**EVALUATION AND ELIGIBILITY DETERMINATION:** An evaluation under Section 504 is not necessarily a comprehensive evaluation as required under Individuals with Disabilities Education Act (IDEA). Section 504 evaluations draw upon a variety of sources and may include cumulative record and work sample review; observational data; interviews with student, parent and/or school personnel; and/or administration of formal assessment measures. A physician's medical diagnosis alone is insufficient to suffice as an evaluation. Although a medical diagnosis is one source of data to consider, it is neither required nor sufficient for establishing eligibility under Section 504. The Section 504 team may request medical documentation to assist in determining eligibility. The 504 team should always include persons knowledgeable about the student, interpretation of evaluation data, and the placement options available.

**SECTION 504 ACCOMMODATION PLAN (504 PLAN):** A student who is eligible for Section 504 and requires related services or accommodations in order for his/her educational needs to be met as adequately as those of nondisabled peers will have a Section 504 Accommodation Plan developed. The goal of the plan is to provide reasonable accommodations that ensure a student with a disability has the opportunity to participate and access the general education curriculum and extracurricular activities to the same extent as a nondisabled peer. This does not guarantee equal outcome, but provides equal opportunity, so that if appropriate effort is applied, a student will benefit the same as nondisabled peers. The 504 Plan will be developed by the Section 504 team and will be based upon the individual student's educational needs and least restrictive environment. For a diabetic student, whose endocrine system does not function properly and is at risk of serious health problems, and even death, if not properly treated, the 504 Plan may include, but is not limited to: monitoring of blood glucose levels, permission to carry and use blood glucose monitoring supplies, snacks, water, and insulin as per the student's Diabetes Medical Management Plan (DMMP), and frequent restroom breaks

**STUDENTS WITH DIABETES:** Students with school- developed health plans may need to be referred for 504 evaluations. It is the responsibility of the school nurse or another TCS staff member to initiate the Section 504 referral; it is not the responsibility of the parent to do so, although they may also initiate the referral. After a 504 evaluation and eligibility determination, a 504 Accommodation Plan may be written to reflect needed accommodations, including those indicated in the student's Diabetes Medical Management Plan (DMMP). It is important to note that a diabetic student need not exhibit limitations in learning in order to be referred for a Section 504 evaluation.

**TRAINING TO ADDRESS MEDICAL NEEDS:**

Treutlen County Schools will provide training by qualified medical personnel to staff who educate, serve, supervise, or transport students. Training for staff (includes, but is not limited to, administrators, school nurses, teachers, paraprofessionals, bus drivers, cafeteria staff, substitute teachers, substitute paraprofessionals, substitute bus drivers, and staff supervising students on field trips or other off-campus locations), will address the needs of students with medical conditions requiring school-developed health plans and/or Section 504 Accommodation Plans. Detailed information will be provided with regard to addressing the needs of students with diabetes, including diabetic and emergency care and a review of a protocol reflecting required written notification by the school nurse to the parent/guardian one week in advance of a student needing medical and other related supplies. If supplies are not received within three calendar days, then the school nurse will follow- up with a phone call or email (parent-provided email address). All notifications must be documented by the school nurse.

If a parent, guardian, or adult student has a question about their rights under Section 504, they may contact the district's designated Section 504 representative at 912-529-7101.

### **Sexual Misconduct**

"20-2-751.7(a) The Professional Standards Commission shall establish a 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. Each local school system shall be required to implement and follow such state mandated process and shall include the mandated process in the student handbooks and in employee handbooks or policies."

- a) Any student (*or parent or friend of a student*) who has been the victim of an act of sexual abuse of sexual misconduct by a teacher, administrator or other school system employee is urged to make a verbal report of the act to their teacher, counselor, or an administrator at their 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 a verbal report of the incident immediately to the school principal or principal's designee, and shall submit a written report of the incident to the school principal or principal's designee, within 24 hours. *If the principal is the person accused of the sexual abuse or sexual misconduct, the verbal 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 a verbal report immediately, but in no case later than 24 hours from the time there is reasonable cause to believe that 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.

Reports 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 alleged sexual misconduct indicates a reasonable cause to believe that the report is valid, the school principal or principal's designee shall make an immediate written report to the superintendent.

**"Sexual Abuse"** means a person's employing, using, persuading, inducing, enticing or coercing any minor who is not that person's spouse to engage in any sexual act as defined in O.C.G.A. 19- 7-5.

**“Sexual Misconduct”** includes behavior by an educator that is directed at a student and intended to sexually arouse the educator or the child. Sexual misconduct by an educator may include, but is not limited to, the following behavior:

- 1) Making sexual comments, jokes or gestures;
- 2) Showing or displaying sexual pictures, photographs, illustrations, or messages;
- 3) Writing sexual messages/graffiti on notes or the Internet;
- 4) Spreading sexual rumors;
- 5) Unnecessarily supervising students as they dress, shower or use restroom areas at school;
- 6) Flashing or “mooning” students;
- 7) Touching, excessively hugging or grabbing students in a sexual manner;
- 8) Forcing a student to make a sign of physical affection or any movement sexual in nature;
- 9) Talking or asking about a student’s developing body, sexuality, dating habits, etc.;
- 10) Talking repeatedly about sexual activities or sexual fantasies;
- 11) Making fun of the student’s physical attributes; or
- 12) Calling the students by a sexual name.

### **Miscellaneous District Information**

#### ***Electronic Media for Students***

Treutlen County School System recognizes that the use of technology is prevalent in society. However, they also can become a major distraction to the learning environment and are vulnerable to theft.

#### **Elementary School Guidelines**

Elementary Students shall not have cell phones turned on during school hours unless by a doctor’s request. It is determined by a licensed physician or surgeon to be essential for the student's health. These students shall have a written plan including the doctor's written verification for cell phone use which has been approved by the school administrator and which is on file in the school office.

1<sup>st</sup> Offense-Students will have their cell phone taken and locked up in the office until a parent can come to school to retrieve it.

2<sup>nd</sup> Offense-Students will no longer be allowed to bring a cell phone to school until a parent conference with the administration is held.

Subsequent Offense(s) - (defiance) - Additional parent contact and more severe disciplinary action - including but not limited to suspension.

***Treutlen County Schools is not responsible for lost, damaged or stolen phones and/or any other electronic devices.***

### **Middle/ High School Guidelines**

Each schools' administration determines the guidelines for appropriate use inside their own building.

The Treutlen County School District is a member institute of the Google Apps for Education program. With this initiative, all elementary through high school Treutlen County students are enrolled in this program which provides students and teachers with access to online tools such as digital storage, word processing, and a collaborative email system for classes. The overall goal of this program is to provide a digital educational resource that appropriately serves the students throughout their tenure in the Treutlen County School System.

### ***Money Procedures***

Please do not bring large amounts of money to school. All valuable articles should be in possession of the owner at all times. The school cannot accept responsibility for stolen or lost money or other articles.

### ***Other Services to Students***

No deliveries of flowers, balloons, or other such items can be accepted at school because of safety concerns and because of resulting disruptions to instruction.

### ***Photography/Digital Media***

Unless the parent/guardian requests otherwise, pictures and/or recordings of students may be taken by the news media, individual schools, partnering colleges and universities or the school system during the school day or at school events. Such pictures and/or recordings of students may appear on school and school system website, on Treutlen County School's social media pages/site or in other public places.

**If the parent/guardian wishes to prohibit the taking of any picture and/or audiovisual recording of their child by the news media, the school, or the school system, notification must be filed, in writing, within 30 days of the beginning of the school year or the date of enrollment. Pictures and/or recordings that identify students as receiving specialized instruction or services provided through an Individualized Education Program will not be publicly displayed. Regardless of parental consent or notification, the school system has the right to record students with video cameras for safety, instructional purposes, and at extracurricular activities.**

### ***Posters, Invitations, and Announcements***

- 1) All posters/announcements to be displayed must first be approved by the administration. An indication of that approval must be displayed on the poster/announcement.
- 2) The individual posting the posters/ announcements is responsible for removing them.
- 3) All party or event invitations have to be given class wide. School administration has final review of all such items.

**School Nutrition Program Information**

As a partner in education, the Treutlen County’s School Nutrition Program contributes to a successful academic experience and encourages a lifetime of healthy eating by providing each student with the affordable opportunity to consume meals that are nutritious, appealing, and served by caring professionals in a pleasant environment. 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 .....	\$1.50
Second student breakfast.....	\$1.50
Adult lunch .....	\$3.00
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 a student’s account. There will be a \$35.00 Return 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.

Schools are not responsible for lost or stolen cash.

Food from outside restaurants, caterers, and other vendors cannot be brought to students.

**Student Solicitations and Fundraising**

The principal, superintendent, and the Board of Education must approve any fundraising project prior to its commencement. Individual student, staff, parent fundraising is not permitted.

School facilities are intended for use for programs for students, for staff, and for the community. Guidelines for community use of school facilities and forms for handling requests are available in school offices.

**Transportation**

Bus drivers are not permitted to wait for students who are tardy. Students are to be at the bus stop on time each day. Students must be at the bus stop five minutes before the bus is due to arrive.

***Any parent, guardian, or person other than a student at the public school in question who has been advised that minor children are present and who continues to, insult, or abuse any public school teacher, public school administrator, or public school bus driver in the presence and hearing of a pupil while on the premises of any public school or public school bus may be ordered by any of the above designated school personnel to leave the school premises or school bus, and upon failure to do so, such person shall be guilty of a misdemeanor and, upon conviction thereof, shall be punished by a fine not to exceed \$500 (O.C.G.A.20-2-1182***

In order to transport items on a bus, students must be able to hold the item in his/her lap. Flowers, balloons, and other such items cannot be transported on the bus because of safety concerns. Parents must make provisions for transporting them.

Students are to ride only their assigned bus home or to their daycare provider. In emergency cases, the school will issue the student a bus pass for the student to present to the bus driver. Please provide information required on the bus pass for the administration.

Students should learn the proper school bus evacuation procedures. There are three basic types of evacuations. Evacuation instructions will be given, and drills will be held as follows:

**Type A:** Evacuations through the entrance door. Students should file out in order, beginning with the seat nearest to the entrance door and ending with the seat farthest from the door.

**Type B:** Evacuations through the rear emergency door. Students should file out in order, beginning with the seat nearest the rear door.

**Type C:** Evacuations through both doors. Students should file out of the door nearest to them in order, beginning with the seats nearest the doors and ending with the seats farthest from the doors.

### ***Visitors and on School Property***

- 1) Parents and other visitors shall register with the office secretary upon arriving on campus. Interruptions to school/class are not permitted.
- 2) Food from outside restaurants cannot be brought to school for use during breakfast or lunch time.
- 3) The school shall not issue visitor permits except to those persons on school related business as sanctioned by the administration. Students are not permitted to bring visitors with them to school.
- 4) The principal or other faculty member shall direct any unauthorized visitor to leave the school property. Upon refusing to leave, or upon returning a second time, the school shall file appropriate charges with the local law enforcement agency. Disruption of school operations is a misdemeanor.
- 5) Parents (except as invited by the administration) and other nonstudents cannot ride buses.

Appropriate charges may be filed upon a person's refusal to leave the bus.

- 6) Violations of safety, security, or health procedures will result in forfeiture of visitation privileges.

## Volunteers

All volunteers and chaperones who wish to provide non-paid services as it pertains to the care, safety and wellbeing of **Treutlen County Schools System** students, must have a national and state background check conducted **prior** to commencing of volunteer services to the school system.

Pursuant to **Georgia Law, O.C.G.A 35-3-34.2**, volunteers who may have unsupervised access to children, will submit to a fingerprint screening which includes a query through the Federal Bureau of Investigation (FBI) and the Georgia Bureau of Investigation (GBI) of their criminal history. The criminal history check is to "determine suitability (and fitness) of a potential child care provider," who may be responsible for the safety and wellbeing of children. **(National Child Protection Act section 3(a) (1)** Disqualifying criminal history information for volunteer services may include, but are not **limited to**, any convictions of child abuse crimes, exploitation, physical or mental abuse, negligent treatment or maltreatment of a child by any person. According to the National Child Protection Act (NCPA), an identifiable child abuse crime case may be "identified by the authorized criminal justice agency of the State as involving a child abuse crime by reference to the statutory citation of descriptive label of the crime."

The Treutlen County Sheriff's Department is the authorized agency for the Treutlen County Schools System to conduct all criminal history checks for employees, volunteers and chaperones within the system. The Treutlen County Sheriff's Department will make every reasonable effort to conduct background checks in a timely fashion. The fee for each background check is **\$45.00 (cash, check or money order)**. The fees associated with the applicants background check is submitted to the Treutlen County Schools System, which in turn is forwarded to the Federal Bureau of Investigation (FBI) and the Georgia Bureau of Investigation.

### Middle/High 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

**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.

**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 opportunity 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. Student who are absent from a class less than two days for each semester will be allowed to exempt the semester examination for that course.

**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.*

### **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.

#### **HOMECOMING QUEEN 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.

#### **SPECIAL EVENTS:**

Special events (field day, school programs, other) participation will be contingent upon proper student behavior. Administrators may restrict student participation based on each student's discipline record and/or behavior.

#### **STUDENT PARKING:**

Student parking is limited to high school students only. Parking privileges may be restricted by administrators based on student behavior and attendance.

**CELLULAR PHONES AND OTHER ELECTRONICS:** The Treutlen County School System prohibits the use of electronic devices, including cellular phones, during the school day hours of 7:15 AM until 3:15 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 procedure for having cell phones and other electronic devices for Prekindergarten through grade 12 students visible or in use during the school day hours are as follows:

- 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.

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 testing.

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 electronic devices.*