

LCMS Student Handbook



2025-2026

Welcome to an exciting new year at Long Cane Middle School!

I am thrilled to extend a warm welcome to all new and returning students. As the Principal, it brings me immense joy to see our school community growing and thriving. Each academic year brings with it new opportunities for learning, growth, and creating lasting memories.

This student handbook serves as a guide to help you navigate through your middle school journey. It contains essential information about our school policies, guidelines, and the resources available to support your academic and personal development.

Middle school is a time of exploration, discovery, and building the foundation for your future. It's a phase where you'll encounter new challenges, make new friends, and discover your strengths. Our dedicated team of educators and staff is here to provide you with the guidance and support needed to excel academically and develop into well-rounded individuals.

Remember, this handbook is more than just a set of rules—it's a reflection of our values and expectations for each and every one of you. Embrace the opportunities for learning, engage in extracurricular activities, and always strive to uphold the values of respect, integrity, and kindness.

As you peruse through this handbook, I encourage you to not just see it as a set of regulations but as a roadmap to success and a tool for fostering a positive and inclusive school environment. Your active participation and commitment to the principles outlined here will contribute to making our school community a vibrant and welcoming place for everyone.

I wish you all a fantastic academic year filled with exciting learning experiences, personal growth, and wonderful memories. Remember, your journey at Long Cane Middle School is yours to shape, and I have every confidence that each of you will contribute to making this year a remarkable one.

Sincerely,

 **Whitney Glisson**

Principal

Long Cane Middle School

326 Long Cane Road

LaGrange, GA 30240

706.845.2085 (tel)

706.845.2086 (fax)

ADMINISTRATION

Whitney Glisson, Principal
 Lesley McInvale, Assistant Principal/Registrar
 Dr. Travieria Sewell, Assistant Principal
 Melissa Smith, Assistant Principal
 Leslie Meadows, Athletic Director

OFFICE STAFF

Jill Darda, Admin. Asst. to Principal
 Morgan Sexton, Admin. Asst. to Registrar/Attendance Clerk
 Heather Muhr, Admin. Asst./Behavior
 Sherry Hill, Admin. Asst., Counselor's Office
 Maggie Powell, Front Office Admin. Asst.

COUNSELORS

Ariel Warner, 6th Grade Counselor
 JJ Brown, 7th Grade Counselor
 Tiffany Clark, 8th Grade Counselor

LCMS STAFF

6TH GRADE

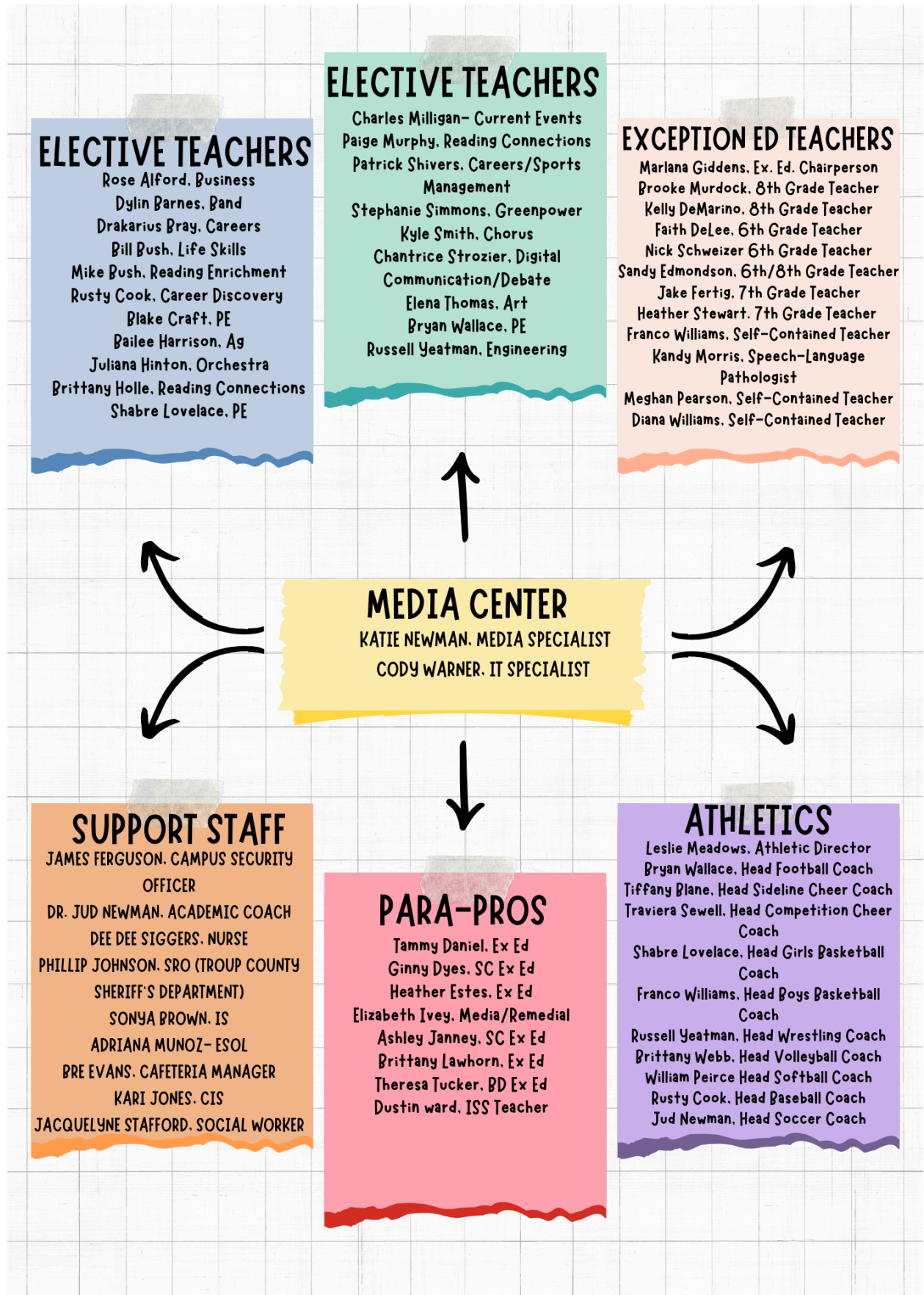
Lauren Holmes, Social Studies
 Christen Catalano, Math
 Theresa Henke, Science
 McKenzie Morgan, ELA
 Frances Wood, Math
 McKenzie Slappy, Social Studies
 Tiffany Blane, ELA
 Natalie Bishop, Science
 Santrice Robinson, ELA
 Chelsea Boyd, Science
 Merideth Baswell, Social Studies,
 Harleigh Peirce, Math

7TH GRADE

Trina Pruitt, Social Studies
 Saiquon Terry, Science
 Amanda Anderson, Math
 Greg Bush, ELA
 Dr. Rebecca Woody, Social Studies
 William Peirce, Science
 Brittany Aplin, ELA
 Kathy Hulett, Math
 Katina Ross, Math
 Dedra Thornton, ELA
 Mandy Knighton, Science
 Jordan Barnes, Social Studies

8TH GRADE

Adledhi Caldwell, Social Studies
 Terri Herndon, ELA
 Gayle Porter, Math
 Doug Cook, Science
 Sara Sands, ELA
 Melinda Golden, Math
 Jodi Vaughn, Social Studies
 Rachel Monroe, Science
 Stacie Hart, Science
 Paul McClurg, Math
 Sara Morman, ELA
 Johnathan Pulliam, Social Studies



ELECTIVE TEACHERS

Rose Alford, Business
 Dylin Barnes, Band
 Drakarius Bray, Careers
 Bill Bush, Life Skills
 Mike Bush, Reading Enrichment
 Rusty Cook, Career Discovery
 Blake Craft, PE
 Bailee Harrison, Ag
 Juliana Hinton, Orchestra
 Brittany Holle, Reading Connections
 Shabre Lovelace, PE

ELECTIVE TEACHERS

Charles Milligan- Current Events
 Paige Murphy, Reading Connections
 Patrick Shivers, Careers/Sports Management
 Stephanie Simmons, Greenpower
 Kyle Smith, Chorus
 Chantrice Strozier, Digital Communication/Debate
 Elena Thomas, Art
 Bryan Wallace, PE
 Russell Yeatman, Engineering

EXCEPTION ED TEACHERS

Marlana Giddens, Ex. Ed. Chairperson
 Brooke Murdock, 8th Grade Teacher
 Kelly DeMarino, 8th Grade Teacher
 Faith DeLee, 6th Grade Teacher
 Nick Schweizer 6th Grade Teacher
 Sandy Edmondson, 6th/8th Grade Teacher
 Jake Fertig, 7th Grade Teacher
 Heather Stewart, 7th Grade Teacher
 Franco Williams, Self-Contained Teacher
 Kandy Morris, Speech-Language Pathologist
 Meghan Pearson, Self-Contained Teacher
 Diana Williams, Self-Contained Teacher

MEDIA CENTER

KATIE NEWMAN, MEDIA SPECIALIST
 CODY WARNER, IT SPECIALIST

SUPPORT STAFF

JAMES FERGUSON, CAMPUS SECURITY OFFICER
 DR. JUD NEWMAN, ACADEMIC COACH
 DEE DEE SIGGERS, NURSE
 PHILLIP JOHNSON, SRO (TROUP COUNTY SHERIFF'S DEPARTMENT)
 SONYA BROWN, IS
 ADRIANA MUNOZ- ESOL
 BRE EVANS, CAFETERIA MANAGER
 KARI JONES, CIS
 JACQUELYNE STAFFORD, SOCIAL WORKER

PARA-PROS

Tammy Daniel, Ex Ed
 Ginny Dyes, SC Ex Ed
 Heather Estes, Ex Ed
 Elizabeth Ivey, Media/Remedial
 Ashley Janney, SC Ex Ed
 Brittany Lawhorn, Ex Ed
 Theresa Tucker, BD Ex Ed
 Dustin ward, ISS Teacher

ATHLETICS

Leslie Meadows, Athletic Director
 Bryan Wallace, Head Football Coach
 Tiffany Blane, Head Sideline Cheer Coach
 Traviara Sewell, Head Competition Cheer Coach
 Shabre Lovelace, Head Girls Basketball Coach
 Franco Williams, Head Boys Basketball Coach
 Russell Yeatman, Head Wrestling Coach
 Brittany Webb, Head Volleyball Coach
 William Peirce Head Softball Coach
 Rusty Cook, Head Baseball Coach
 Jud Newman, Head Soccer Coach

2025-2026 Calendar



2025-2026 School System Calendar

July 28 – July 31.....	Professional Learning Days/Pre-Planning (PreK-12 Staff)
August 1.....	First Day of School (PreK-12: ALL STUDENTS)
September 1.....	Labor Day Holiday
October 2.....	First Quarter Ends
October 3.....	Professional Learning Day/Student Holiday
October 6 – 7.....	Staff & Student Holiday
November 24 – 28.....	Thanksgiving Holidays
December 17.....	Noon Release Middle/High School
December 18.....	Second Quarter Ends/Noon Release Middle/High School
December 19 – January 2.....	Christmas Holidays
January 5.....	Professional Learning Day/Student Holiday
January 6.....	Classes Resume
January 19.....	MLK Holiday
February 13.....	Professional Learning Day/Student Holiday (or Inclement Weather Make-up Day)
February 16.....	Presidents' Day Holiday
March 12.....	Third Quarter Ends
March 13.....	Professional Learning Day/Student Holiday (or Inclement Weather Make-up Day)
March 30 – April 3.....	Spring Break
May 20 - 21.....	Noon Release Middle/High School
May 21.....	Last Day of School (Pre K-12: ALL STUDENTS)
May 21 – 22.....	Professional Learning Day/Post Planning
May 21.....	Callaway High Graduation (Evening)
May 22.....	Troup County High Graduation (Evening)
May 23.....	LaGrange High Graduation (Morning)
May 25.....	Staff & Student Holiday
May 26.....	Professional Learning Day/Post Planning

Attendance

TROUP COUNTY SCHOOL SYSTEM STUDENT ATTENDANCE PROTOCOL

Absences, Tardies, Early Dismissals

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

The school's principal will be responsible for designating personnel to administer this protocol. In accordance with Georgia Board of Education Rule 160-5-1.10, students may be temporarily excused

from school who are:

- ✓ Personally ill and whose attendance in school would endanger their health or the health of others;
- ✓ In whose immediate family there is a serious illness or death which would reasonably necessitate absence from school;
- ✓ Mandated by order of governmental agencies, including pre-induction physical examinations for service in the armed forces and court orders;
- ✓ The observation of religious holidays, necessitating absence from school.
- ✓ When conditions render school attendance impossible or hazardous to the student's health or safety.
- ✓ Registering to vote or voting for a period not to exceed one day;
- ✓ Serving as Pages of the General Assembly during the school year (Pages shall be credited as present by the school in which enrolled);
- ✓ Military connection of parent or legal guardian necessitates an absence.

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

1. At the beginning of the school year, the Responsible Persons, along with students who are 10 years or older will be asked to sign the Troup County Attendance Protocol and a copy of the signed Protocol will be kept on file at the school.
2. No later than upon the third unexcused absence, unexcused tardy, or unexcused dismissal, a designated staff member, will notify the Responsible Person by phone or written correspondence if necessary. For the purpose of intervening and providing support, resources will be offered to the Responsible Person. If applicable, the student may be referred to the appropriate School Counselor, Social Worker, Family Assistant, Administrator or Designee and a plan will be developed. This shall be considered the first notice of attendance.
3. If two (2) reasonable attempts to notify the Responsible Person of absences, tardies or early dismissals produce no response, the school will send an Attendance Notice to the

- Responsible Person via certified mail, return receipt requested or first class mail. If applicable, these students' names will be forwarded to the appropriate School Counselor, Social Worker, Family Assistant, Administrator or Designee.
4. After five (5) unexcused absences, seven (7) or more unexcused tardies, or seven (7) or more unexcused early dismissals, a referral to the school Counselor, School Social Worker or other designee will be made. In addition, a school designee will request a conference with the Responsible Person and the attendance plan will be reviewed and updated. Also, if a referral is made to School-Based Risk Reduction Team (SBRRT) and the Responsible Person elects not to participate and there is a subsequent unexcused absence, then an educational neglect complaint may be filed in the Juvenile Court (SBRRT applies to elementary school students only).
 5. Except in extraordinary circumstances found in the discretion of the school, upon the occurrence of the first unexcused absence, unexcused tardy or unexcused early dismissal following the 1st Notification, law enforcement intervention will be requested.
 6. If the above attempts are met with continued non-compliance by the Responsible Person of a child between the ages of 6-16 as evidenced by continued absences, the school will contact law enforcement and a warrant will be requested upon the 11th unexcused absence. At any time during the year, if the student's academic progress is negatively impacted by continued unexcused absences, the school may proceed with Educational Deprivation process through Juvenile Court.
 7. After eleven (11) or more unexcused absences, the school may elect, as an alternative to sending a warrant request or in addition thereto, file a complaint for educational neglect or a Child in Need of Services complaint.
 8. Attendance-related information obtained by Law enforcement will be provided to the school and kept on file at that school.

Revised 06.11.24

Make Up Work

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

Homebound Services

Homebound services are available to students who expect to be absent from school for ten (10) or more school days due to surgery or illness. A doctor's statement is required. Referral forms to receive homebound services are available through the Counselor's office.

Arrival Procedures

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

Tardiness

Students who arrive at school after 8:20 a.m. need to report to the front office with a note from their parents/legal guardians. Students tardy to class must provide a note from the front office.

Chronic tardiness to school will result in a referral to the designated school system attendance officer.

Dismissal

Car riders are dismissed first (approximately 3:20 p.m.). All car riders should be picked up by 3:40 p.m. at the front entrance of the school. Specific car rider instructions will be sent home during Open House / first day of school. Bus riders are dismissed when all of the buses have arrived on campus. Students board the buses in front of the gym. Students on campus after 4:00 p.m. must be involved in an extracurricular activity.

Early Dismissal

If a student needs to leave before school is dismissed, the parents/guardians must come to the office to sign their student out. **Students will only be released to the person(s) listed as an authorized pick-up contact in Infinite Campus. A photo ID will be required from anyone before a student will be released into his/her custody. Students may not be checked out after 3:00. Parents arriving after 3:00 should get in the car rider line.**

Afternoon Calls for Transportation Changes and Student Messages

To make transportation changes before 3:00 p.m. you may send an email to lcmschange@troup.org or fax changes to (706) 845-2086, please sign your faxed message. **No messages for students or calls to change student transportation will be accepted after 3:00 p.m.**

Car Rider Procedures

The safety of our students and staff is our utmost priority. Please review the following car rider procedures:

MORNING:

- Car riders can not turn left into the main entrance. Cars should get in line at the gym entrance.
- Students cannot exit the car until 7:30 a.m. There is no supervision available before this time. The school does not open until 7:30. Students MUST be dropped off at the front entrance.

AFTERNOON:

- Car rider dismissal is at 3:20 p.m. and all students must be picked up by 3:45 p.m. After the third late pick up your child will be required to utilize bus transportation.
- All cars must turn left into the gym parking lot and go around the loop to join the car rider line. You can not turn left into the front parking line. Be respectful of those who have been waiting in the car rider line.
- Students will remain in the cafeteria until their name is called.
- **All car riders will be required to have an LCMS car rider tag with the student name visible for staff members. If you do not have a car rider tag you will be asked to park and check your student out from the front office with proper ID.**
- Parents, please do not stop the car as soon as you see your child. Come to a complete stop at the furthest available space following the car in front of you. Students are expected to walk to their vehicle. We need to be loading 6-8 students at a time so that you do not have to wait in the car rider line any longer than necessary and buses can exit campus on time.

- If your student does not load the vehicle in a timely manner, we will ask for you to move your car to the parking lot behind the cafeteria to wait for your student in order to keep the car rider line moving. We must clear the car rider line for buses to leave the school.
- Please watch teachers on duty for traffic directions to ensure all vehicles are loaded safely. Please be respectful, we are trying to get them loaded as quickly as possible and keep the line moving.
- You CANNOT park in the front parking lot or the gym parking lot to pick up students. Everyone must go through the car rider line.
- Do not park or leave your vehicle in the “Car Rider Line.” Please make siblings and younger children stay in your vehicle.
- Thanks in advance for making our car rider line safe for everyone! Please do not hesitate to call 706-845-2085 if you have any questions or concerns, or email smithmm@troup.org.

Exemption Policy

Students may be eligible for an exemption for final exams based on their academic performance, attendance, and behavior throughout the semester. This policy aims to encourage students to maintain positive academic standing, attend classes regularly, and demonstrate responsible behavior. Here is the current board policy on exempting exams:

Exemption Policy:

No middle school student who owes fines, has had a discipline referral resulting in ISS/OSS, or has been suspended from riding the bus is eligible for an exemption from the class(es) where ISS/OSS is assigned.

Students who meet the discipline criteria are eligible to be exempt if:

1. They have no more than five (5) absences in the semester provided the student has an A average, or;
2. They have no more than four (4) absences in the semester provided the student has a B average, or;
3. They have no more than three (3) absences in the semester provided the student has a C average.

Eligibility will be determined by attendance per class period.

Students who are eligible for an exemption from their semester (final) exam may do so only with parental permission. Students who are eligible for an exemption from their semester (final) exam, but choose to take the semester (final) exam, shall have the score considered only if it improves their grade.

**Please note that excessive absences will result in summer school.



Dress Code

2025-2026

WHY?

Dress codes support a safe school environment that is conducive to learning. Research shows clear relationships between a student's attire and their behavior, achievement, and attitude.

When we dress well, we do well!

It is our goal not to inconvenience parents or have our students missing valuable class time, so, please, PLEASE, help us support these guidelines!

Go Cougars!

refer to:
TCSS Board Policy JCDB-R(1)
or call us at:
(706)845.2085

WHAT?

PANTS

- All pants must be worn at the waist
- Shorts, skirts, and dresses must be AT LEAST finger tip length (middle finger when arms are relaxed by the side)
- If leggings or tights are worn, shirts must be finger tip length
- No holes above "finger tips" in pants, shorts, or other clothing
- No bicycle shorts or other spandex type shorts

TOPS

- All shoulder straps (for males and females) must be at least 2 inches wide (dollar bill width)
- Exposed cleavage or midriff is not allowed
- All shirts and dresses must have two shoulder straps

OTHER

- Clothing can not have pictures, writing, or symbols that are inappropriate
- Hats/Caps, Hoodies (wearing hoods on the head), sweatbands, stocking caps, curlers, ear warmers, or sunglasses can not be worn inside
- Bandanas are not permitted at any time
- No pajamas or slippers allowed
- No blankets or pillows
- No form fitting dresses or body suits

#LCMSCougarStrong

Behavior

A. STATEMENT OF PURPOSE - The Troup County Board of Education strongly believes that appropriate behavior and conduct of all students in the Troup County Schools is necessary to create a proper learning environment, to maintain good order and discipline, and to teach and instill in all students the attitude of being law abiding citizens. The rules, regulations, and due process procedures set forth herein are designed to guide all students in the exercise of their duty of appropriate behavior.

B. EFFECTIVE TIME AND LOCATION - These rules are effective during the following times and in the following places:

1. On the school grounds during and immediately before or immediately after school hours or off school grounds while enroute to or from school.
2. On the school grounds at any other time when the school is being used by a school group or at school related functions.
3. Off the school grounds at a school activity, function, or event.
4. Enroute to and from school on a school bus or other school vehicle or while waiting off school grounds at a designated school bus stop for a school bus to transport a student to or from school or a school activity.
5. Off school grounds when the prohibited conduct is directed, because of a school-related connection, against the person, family, property, privacy or tranquility of an employee of the Troup County Board of Education.
6. Apply to conduct by student whether directed to or committed upon another student or a teacher, administrator, or other school personnel or toward persons attending school related functions.
7. Apply to any off-campus behavior of a student which could result in the student being criminally charged with a felony and which makes the student's continued presence at school a potential danger to persons or property at school or which disrupts the educational process.

These offenses are applicable to include acts against students, teachers, administrators, bus drivers, or other school personnel, as well as persons legitimately on school property or attending school related functions

C. STUDENT BEHAVIOR CODE

Accordingly, the following listing of offenses and conduct are declared to be prohibited by all students enrolled in the Troup County Schools. Violation of this policy shall result in disciplinary actions and may include appropriate hearings and review, and the suspension, short or long term, or the expulsion of a student from the school in accordance with Troup County Board of Education policies.

Codes 00 - 44 in the following list of offenses are aligned to the Georgia Department of Education Discipline Matrix utilized for state reporting purposes. Codes 45 - 50 are TCSS disciplinary codes to provide clarity for additional behaviors. For state reporting purposes these codes have been aligned to state codes.

Progressive Discipline Process

Progressive Discipline is a systematic approach utilizing a continuum of interventions, supports, and consequences. The purpose of the progressive discipline model is to make every reasonable effort to correct inappropriate student behavior with logical consequences and restorative responses. Administrators will use a range of identified behaviors along with a range of possible responses that support the corrective action of the behavior. This process creates an environment where the degree of discipline corresponds with the severity of the behavior leading to the discipline, and follows all due process procedures. Determining the most appropriate disciplinary response for a given circumstance involves the exercise of discretion. Progressive discipline can include prevention measures, early and ongoing interventions, short or long-term suspension, or other disciplinary responses to address inappropriate behavior. All interventions and disciplinary responses should be selected and implemented to assist students in understanding why the behavior is unacceptable, take responsibility for their actions, and understand how they could approach the situation differently to avoid repeated inappropriate behaviors which may result in more serious consequences.

LEVEL 1	Level 1 behaviors represent minor disruptions to the classroom and/or the school environment. These behaviors may or may not require administrative intervention. With level 1 behaviors, the goal is to correct the behavior while limiting time missed from class. Staff should use responses in a graduated fashion.
LEVEL 2	Level 2 behaviors represent acts against a person(s) or property that endanger the health or safety of others in the school or severely impacts or disrupts the school environment. Level 2 may also include repeated similar offenses. These offenses may result in the removal of the student from the school environment and school related activities. Unless otherwise stated, administrative discretion may be used in order to limit the educational impact for a student while appropriately addressing the seriousness of the offence. Response options may include combinations of interventions, resolutions, and discipline up to and including disciplinary tribunal hearings and involvement of law enforcement.
LEVEL 3	Level 3 behaviors represent acts against a person(s) or property that may directly or indirectly endanger the health or safety of others. Level 3 discipline offenses represent the most serious acts of misconduct and must be immediately reported to the principal. These violations are so serious that they may require use of outside agencies and/or law enforcement. Such acts may also result in criminal penalties being imposed. Any misconduct that threatens the health, safety, or well-being of others may result in immediate suspension of the student from the school and/or school-sponsored activities, pending disciplinary investigation of the allegations. A disciplinary tribunal hearing may be required based on the findings of the investigation.

SR Incident Type		General NCES / Federal Definition	Level 1	Level 2	Level 3
(00) Continuation of Incident	Definition	An event with multiple actions for a single incident has occurred.			
	Examples				
(01) Alcohol <i>*Due to serious nature of this incident type, administration may use discretion when assigning consequences regardless of the level</i>	Definition	Violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or consumption of alcoholic beverages or substances represented as alcohol. Students under the influence of alcohol may be included.	Unintentional possession of alcohol	Under the influence of alcohol without possession	Violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or consumption of alcoholic beverages or substances represented as alcohol
	Examples				
(02) Arson	Definition	Unlawful and intentional damage or attempted damage to any real or personal property by fire or incendiary devices. (Note: Possession of fireworks or incendiary devices must be reported as "Possession of Unapproved Items". Use of such items should be reported as Arson.)	N/A	Attempt to commit arson or use of matches, lighters or incendiary devices at school; includes but not limited to the use of fireworks	Intentional damage as a result of arson- related activity or the use of an incendiary device
	Examples		N/A	Includes but is not limited to trashcan fires without damage to school property	Includes but not limited to setting fires to school property

SR Incident Type		General NCES / Federal Definition	Level 1	Level 2	Level 3
(03) Battery <i>*Due to serious nature of this incident type, administration may use discretion when assigning consequences regardless of the level.</i>	Definition	Intentional touching or striking of another person to intentionally cause bodily harm. (Note: The key difference between battery and fighting is that fighting involves mutual participation.)	Intentional physical attack with the intent to cause bodily harm resulting in no bodily injuries	Intentional physical attack with the intent to cause bodily harm resulting in mild or moderate bodily injuries	Intentional physical attack with the intent to cause bodily harm resulting in severe injuries or any physical attack on school personnel; Level 3 will be used for intentional physical attack against school personnel other than teachers. State reporting policies require that physical attack on teachers should be reported as Violence Against a Teacher (44). Level 3 may be used for students that violate the school policy on battery three or more times during the same school year although a single incident may rise to a level 3 offense.
	Examples		Includes but not limited to pushing, hitting, kicking, shoving, pinching, slapping, and other intentional physical confrontations	Includes but not limited to pushing, hitting, kicking, shoving, pinching, slapping, and other physical confrontations that result in mild or moderate injuries	Includes but not limited to choking, pushing, hitting, kicking, shoving, pinching, slapping, and other physical confrontations resulting in severe injuries; Includes any physical attack on school personnel; includes incidents serious enough to warrant calling the police or security
(04) Breaking & Entering – Burglary	Definition	Unlawful or unauthorized forceful entry into a school building or vehicle (with or without intent to commit theft). (Note: The key difference between Trespassing and Breaking & Entering-Burglary is that Trespassing does not include forceful entry into the school building.).	N/A	N/A	Unlawful or unauthorized forceful entry into a school building or vehicle (with or without intent to commit theft)
	Examples		N/A	N/A	

SR Incident Type	General NCES / Federal Definition	Level 1	Level 2	Level 3
(05) Computer Trespass	Definition	N/A	Unauthorized use of school computer for anything other than instructional purposes	Unauthorized use of a computer or computer network with the intention of deleting, obstructing, interrupting, altering, damaging, obtaining confidential information or in any way causing the malfunction of the computer, network, program(s) or data; includes disclosure of a number, code, password, or other means of access to school computers or the school system computer network without proper authorization.
	Examples	N/A	See above. Includes but not limited to computer misuse, using computer to view or send inappropriate material, and violation of school computer use policy	See above. Includes but not limited to hacking.
(06) Disorderly Conduct	Definition	Creating or contributing to a moderate disturbance that substantially disrupts the normal operation of the school environment but doesn't pose a threat to the health or safety of others	Creating or contributing to a severe disturbance that substantially disrupts the normal operation of the school environment but doesn't pose a threat to the health or safety of others; may represent a repeat action	Creating or contributing to a severe disturbance that substantially disrupts the school environment or poses a threat to the health and safety of others. Level 3 may be used for students that violate the school policy on disorderly conduct three or more times during the same school year although a single incident may rise to a level 3 offense.
	Examples	Includes but not limited to general bus misbehavior, spitting on property or persons, encouraging disruptive behavior	Includes but not limited to general bus misbehavior, spitting on property or persons, encouraging disruptive behavior	Includes but not limited to disruptive behavior on school bus, misbehavior during a fire drill or other safety exercise
(07) Drugs, Except Alcohol and Tobacco	Definition	Unintentional possession of prescribed or over the counter medication. Does not include the possession of narcotics or any illegal drugs	Any medication prescribed to a student or purchased over-the-counter and not brought to the office upon arrival to school	Unlawful use, cultivation, manufacture, distribution, sale, purchase, possession, transportation, or importation of any controlled drug or narcotic substance, or equipment or devices used for preparing or using drugs or narcotics
	Examples	See above. Does not include auto-injectable epinephrine as properly administered pursuant to O.C.G.A. 20-2-776	See above. Does not include auto-injectable epinephrine as properly administered pursuant to O.C.G.A. 20-2-776	See above. Does not include auto-injectable epinephrine as properly administered pursuant to O.C.G.A. 20-2-776

SR Incident Type	General NCES / Federal Definition	Level 1	Level 2	Level 3
(08) Fighting <small>*Due to serious nature of this incident type, administration may use discretion when assigning consequences regardless of the level.</small>	Definition	A physical confrontation between two or more students with the intent to harm resulting in no bodily injuries.	A physical confrontation between two or more students with the intent to harm resulting in mild or moderate bodily injuries	A physical confrontation between two or more students with the intent to harm resulting in severe bodily injuries. Level 3 may be used for students that violate the school policy on fighting three or more times during the same school year although a single incident may rise to a level 3 offense.
	Examples	No injuries	Mild or moderate injuries may include but are not limited to scratches, bloody noses, bruises, black eyes, and other marks on the body	Repeated physical confrontations resulting in severe injuries that require medical attention
(09) Homicide	Definition	N/A	N/A	Killing of a human being
	Examples	N/A	N/A	Includes but is not limited to shooting, stabbing, choking, bludgeoning, etc.
(10) Kidnapping	Definition	N/A	N/A	The unlawful and forceful abduction, transportation, and/or detention of a person against his/her will.
	Examples	N/A	N/A	See above
(11) Larceny / Theft	Definition	The unlawful taking of property belonging to another person or entity that does not belong to the student with a value between \$25 and \$100	The unlawful taking of property belonging to another person or entity that does not belong to the student with a value between \$100 and \$250	The unlawful taking of property belonging to another person or entity that does not belong to the student with a value exceeding \$250. Level 3 may be used for students that violate the school policy on larceny/theft three or more times during the same school year although a single incident may rise to a level 3 offense.
	Examples	Includes but not limited to theft by taking, theft by receiving stolen property, and theft by deception	Includes but not limited to theft by taking, theft by receiving stolen property, and theft by deception	Includes but not limited to theft by taking, theft by receiving stolen property, and theft by deception
(12) Motor Vehicle Theft	Definition	N/A	N/A	Theft or attempted theft of any motor vehicle
	Examples	N/A	N/A	Includes but not limited to cars, trucks, ATVs, golf carts, etc.

SR Incident Type		General NCES / Federal Definition	Level 1	Level 2	Level 3
(13) Robbery	Definition	<i>The taking of, or attempting to take, anything of value that is owned by another person or organization under confrontational circumstances by force or threat of force or violence and/or by putting the victim in fear. (Note: The key difference between robbery and larceny/theft is that the threat of physical harm or actual physical harm is involved in a robbery)</i>	N/A	Robbery without the use of a weapon	Robbery with the use of a weapon
	Examples		N/A	Taking something by force or threat of force	Weapons may include but are not limited to guns, knives, clubs, razor blades, etc.
(15) Sexual Harassment	Definition	<i>Non-physical and unwelcome sexual advances, lewd gestures or verbal conduct or communication of a sexual nature; requests for sexual favors; gender-based harassment that creates an intimidating, hostile, or offensive educational or work environment</i>	Comments that perpetuate gender stereotypes or suggestive jokes that are not directed towards specific individuals	Comments that perpetuate gender stereotypes, suggestive jokes or lewd gestures that are directed towards specific individuals or group of individuals	Physical or non-physical sexual advances; requests for sexual favors; Level 3 may be used for students that violate the school policy on sexual harassment three or more times during the same school year although a single incident may rise to a level 3 offense.
	Examples		Includes but not limited to insensitive or sexually suggestive comments or jokes	Includes but not limited to insensitive or sexually suggestive comments or jokes; leering	See above
(16) Sex Offenses <small>*Due to serious nature of this incident type, administration may use discretion when assigning consequences regardless of the level.</small>	Definition	<i>Unlawful sexual behavior, sexual contact without force or threat of force, or possession of sexually explicit images; can be consensual</i>	Inappropriate sexually-based physical contact including but not limited to public groping, inappropriate bodily contact, or any other sexual contact not covered in levels 2 or 3	Inappropriate sexually-based behavior including but not limited to sexting, lewd behavior, possession of pornographic materials; simulated sex acts	Engaging in sexual activities on school grounds or during school activities
	Examples		Public groping or inappropriate bodily contact	Sexting; lewd behavior, possession of pornographic materials; simulated sex acts	Oral, anal or vaginal penetration; pimping; prostitution; indecent exposure of private body parts

SR Incident Type		General NCES / Federal Definition	Level 1	Level 2	Level 3
(17) Threat/Intimidation	Definition	<i>Any threat through written or verbal language or act which creates a fear of harm and/or conveys a serious expression of intent to harm or violence without displaying a weapon and without subjecting the victim to actual physical attack</i>	N/A	Physical, verbal or electronic threat which creates fear of harm without displaying a weapon or subjecting victims to physical attack	School-wide physical, verbal or electronic threat which creates fear of harm without displaying a weapon or subjecting victims to physical attack; <i>Note: Students that display a pattern of behavior that is so severe, persistent, or pervasive so as to have the effect of substantially interfering with a student's education, threatening the educational environment, or causing substantial physical harm, threat of harm or visibly bodily harm may be coded as bullying.</i>
	Examples		N/A	Physical, verbal or electronic threats	Includes but not limited to bomb threats or unauthorized pulling of the fire alarm.
(18) Tobacco	Definition	<i>Possession, use, distribution, or sale of tobacco products on school grounds, at school-sponsored events, and on transportation to and from school. Does not include electronic smoking devices; See (42) Electronic Smoking Device</i>	Unintentional possession of tobacco products	Use of or knowledgeable possession of tobacco products	Distribution and/or selling of tobacco products; Level 3 may be used for students that violate the school policy on tobacco three or more times during the same school year.
	Examples		Unintentional possession of tobacco products	Intentional use or possession of tobacco products on school property	Distribution and/or selling of tobacco products on school property
(19) Trespassing	Definition	<i>Entering or remaining on a public school campus or school board facility without authorization or invitation and with no lawful purpose for entry. (Note: The key difference between Trespassing and Breaking & Entering-Burglary is that Trespassing does not include forceful entry into the school building.)</i>	N/A	Entering or remaining on school grounds or facilities without authorization and with no lawful purpose	Entering or remaining on school grounds or facilities without authorization and with no lawful purpose. Refusing to leave school grounds after a request from school personnel; Level 3 may be used for students that violate the school policy on trespassing three or more times during the same school year although a single incident may rise to a level 3 offense.
	Examples		N/A	See above	See above
(20) Vandalism	Definition	<i>The willful and/or malicious destruction, damage, or defacement of public or private property without consent</i>	N/A	Participating in the minor destruction, damage or defacement of school property or private property without permission	Participation in the willful/malicious destruction, damage or defacement of school property or private property without permission; Level 3 may be used for students that violate the school policy on vandalism three or more times during the same school year although a single incident may rise to a level 3 offense.
	Examples			See above	See above

SR Incident Type		General NCES / Federal Definition	Level 1	Level 2	Level 3
(22) Weapons– Knife <small>*Due to serious nature of this incident type, administration may use discretion when assigning consequences regardless of the level.</small>	Definition	<i>The possession, use, or intention to use any type of knife</i>	Unintentional possession of a knife or knife- like item without intent to harm or intimidate Unintentional possession of a knife or knife- like item on school property without the intent to harm or intimidate	Intentional possession of a knife or knife-like item without intent to harm or intimidate	Intentional possession, use or intention to use a knife or knife-like item with the intent to harm or intimidate
	Examples				
(23) Weapons– Other <small>*Due to serious nature of this incident type, administration may use discretion when assigning consequences regardless of the level.</small>	Definition	<i>The possession, use, or intention to use any instrument or object that is used or intended to be used in a manner that may inflict bodily harm (does not include knives or firearms)</i>	N/A	Unintentional possession of a weapon, other than a knife or firearm, or simile of a weapon that could produce bodily harm or fear of harm	Intentional possession and/or use of any weapon, other than a knife or firearm, in a manner that could produce bodily harm or fear of harm
	Examples		N/A	Includes but is not limited to razor blades, straight-edge razors, brass knuckles, blackjacks, bats, clubs, nun chucks, throwing stars, stun guns, tasers, etc.	Includes but is not limited to razor blades, straight-edge razors, brass knuckles, blackjacks, bats, clubs, nun chucks, throwing stars, stun guns, tasers, etc.
(24) Other Incident for a State-Reported Discipline Action	Definition	<i>Any other discipline incident for which a student is administered corporal punishment, detention, in-school or out-of-school suspension, expelled, suspended for riding the bus, assigned to an alternative school, referred to court or juvenile system authorities, or removed from class at the teacher's request (pursuant to O.C.G.A. 20-2-738)</i>	Any other discipline incident for which a student is administered corporal punishment, detention, in-school or out-of-school suspension, expelled, suspended for riding the bus, assigned to an alternative school, referred to court or juvenile system authorities, or removed from class at the teacher's request (pursuant to O.C.G.A. 20-2-738)	Level 2 should be used for students who display a pattern of violating local school policies not listed among the state incident types.	N/A
	Examples			Includes but is not limited to parking violations, etc.	N/A
(25) Weapons – Handgun	Definition	<i>Possession of a firearm that has a short stock and is designed to be held and fired by the use of a single hand; and any combination of parts from which a firearm described above can be assembled. NOTE: This definition does not apply to items such as toy guns, cap guns, bb guns and pellet gun [Pursuant to Gun-Free Schools Act - Public Law 107-110, Section 4141]</i>	N/A	N/A	Intentional or unintentional possession or use of a handgun in a manner that could produce bodily harm or fear of harm
	Examples				pistols or revolvers

SR Incident Type		General NCES / Federal Definition	Level 1	Level 2	Level 3
(26) Weapons Rifle/Shotgun	Definition	<i>The term "rifle" means a weapon designed or redesigned, made or remade, and intended to be fired from the shoulder and designed or redesigned and made or remade to use the energy of an explosive to fire only a single projectile through a rifled bore for each single pull of the trigger. The term "shotgun" means a weapon designed or redesigned, made or remade, and intended to be fired from the shoulder and designed or redesigned and made or remade to use the energy of an explosive to fire through a smooth bore either a number of ball shot or a single projectile for each single pull of the trigger. [Pursuant to Gun-Free Schools Act - Public Law 107-110, Section 4141]</i>	N/A	N/A	Intentional or unintentional possession or use of a rifle or shotgun in a manner that could produce bodily harm or fear of harm
	Examples		N/A	N/A	rifles, shotguns
(27) Serious Bodily Injury	Definition	<i>The term "serious bodily injury" means bodily injury that involves a substantial risk of death, protracted and obvious disfigurement; or protracted loss or impairment of the function of a bodily member, organ, or mental faculty.</i>	N/A	N/A	Infliction of "bodily harm" that dismembers, disfigures, causes permanent loss of a limb or function of an organ and causes substantial risk of death
	Example				Any behavior that dismembers, disfigures, causes permanent loss of a limb or function of an organ and causes substantial risk of death

SR Incident Type		General NCES / Federal Definition	Level 1	Level 2	Level 3
(28) Other Firearms	Definition	Firearms other than handguns, rifles, or shotguns as defined in 18 USC 921. Includes any weapon (including starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of any explosive; the frame or receiver of any weapon described above; any firearm muffler or firearm silencer; any destructive device, which includes any explosive, incendiary, or poison gas (i.e. bomb, grenade, rocket having a propellant charge more than 4 ounces, missile having an explosive or incendiary charge of more than ¼ ounce, mine, or similar device); any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than ½ inch in diameter; any combination or parts either designed or intended for use in converting any device into any destructive device described above, and from which a destructive device may be readily assembled. (NOTE: This does not include toy guns, cap guns, bb guns, pellet guns, or Class-C common fireworks). [Pursuant to Gun-Free Schools Act - Public Law 107-110, Section 4141]	N/A	N/A	Intentional or unintentional possession or use of any firearms other than rifle, shotgun, or handguns (including starter pistols) and any other destructive device which includes explosives
	Examples	Includes any explosive, incendiary, or poison gas (i.e. bomb, grenade, rocket having a propellant charge more than 4 ounces, missile having an explosive or incendiary charge of more than ¼ ounce, mine, or similar device); any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than ½ inch in diameter; any combination or parts either designed or intended for use in converting any device into any destructive device described above, and from which a destructive device may be readily assembled. (NOTE: This does not include toy guns, cap guns, bb guns, pellet guns, or Class-C common fireworks). [Pursuant to Gun-Free Schools Act - Public Law 107-110, Section 4141]	N/A	N/A	Includes any weapon (including starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of any explosive; the frame or receiver of any weapon described above; any firearm muffler or firearm silencer; any destructive device, which includes any explosive, incendiary, or poison gas (i.e. bomb, grenade, rocket having a propellant charge more than 4 ounces, missile having an explosive or incendiary charge of more than ¼ ounce, mine, or similar device); any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than ½ inch in diameter; any combination or parts either designed or intended for use in converting any device into any destructive device described above, and from which a destructive device may be readily assembled. (NOTE: This does not include toy guns, cap guns, bb guns, pellet guns, or Class-C common fireworks). [Pursuant to Gun-Free Schools Act - Public Law 107-110, Section 4141]

SR Incident Type		General NCES / Federal Definition	Level 1	Level 2	Level 3
(29) Bullying	Definition	Behavior, which may include written, verbal, physical acts, or through a computer, computer system, computer network, or other electronic technology occurring on school property, on school vehicles, at designated school bus stops, or at school related functions that is so severe, persistent, or pervasive so as to have the effect of substantially interfering with a student's education, threatening the educational environment, or causing substantial physical harm or visibly bodily harm.	First Offense of bullying as defined in Georgia Code Section 20-2-751.4	Second incident of bullying as defined in Georgia Code Section 20-2-751.4	Repeated acts, as defined in Georgia Code Section 20-2-751.4, occurring on school property or school possession that is a willful attempt or threat to inflict injury, or apparent means to do so, any display of force that puts victim at fear of harm, any written, verbal or physical act that threatens, harasses, or intimidates; causes another person physical harm; interferes with a student's education; so severe and pervasive intimidated or threatens educational environment.
	Examples	● See TCSS Policy JCDAg for additional information.	Includes but is not limited to unwanted teasing, threats, name-calling, intimidation, harassment, humiliation, hazing, physical attacks, extortion, social exclusion, coercion, spreading of rumors or falsehoods, gossip, stalking, or using any type of electronic means to harass or intimidate	Includes but is not limited to unwanted teasing, threats, name-calling, intimidation, harassment, humiliation, hazing, physical attacks, extortion, social exclusion, coercion, spreading of rumors or falsehoods, gossip, stalking, or the use of electronic equipment on school property or using school equipment to harass or intimidate	Includes but is not limited to unwanted teasing, threats, name-calling, intimidation, harassment, humiliation, hazing, physical attacks, extortion, social exclusion, coercion, spreading of rumors or falsehoods, gossip, stalking, or the use of electronic equipment on school property or using school equipment to harass or intimidate
(30) Other - Attendance Related	Definition	Repeated or excessive unexcused absences or tardiness; including failure to report to class, skipping class, leaving school without authorization, or failure to comply with disciplinary sanctions	Repeated or excessive unexcused absences or tardiness; including failure to report to class, skipping class, leaving school without authorization, or failure to comply with disciplinary sanctions	N/A	N/A
	Examples	Repeated or excessive unexcused absences or tardiness; including failure to report to class, skipping class, leaving school without authorization, or failure to comply with disciplinary sanctions	Repeated or excessive unexcused absences or tardiness; including failure to report to class, skipping class, leaving school without authorization, or failure to comply with disciplinary sanctions	N/A	N/A

SR Incident Type		General NCES / Federal Definition	Level 1	Level 2	Level 3
(31) Other - Dress Code Violation	Definition	Violation of school dress code that includes standards for appropriate school attire	Non-invasive and non-suggestive clothing, jewelry, book bags or other articles of personal appearance.	Invasive or suggestive clothing, jewelry, book bags or other articles of personal appearance.	Invasive or suggestive clothing, jewelry, book bags or other articles of personal appearance. Level 3 may be used for students that violate the school dress code policy three or more times during the same school year although a single incident may rise to a level 3 offense.
	Examples		Pursuant to local dress codes, dress code violations for Level 1 may include but are not limited to bare feet; trousers, slacks, shorts worn below waist level; no belt; clothing that is excessively baggy or tight; skirts or shorts that are shorter than mid-thigh; sunglasses worn inside the building; hats, caps, hoods, sweatbands and bandanas or other head wear worn inside school building	Pursuant to local dress codes, dress code violations for Level 2 may include but are not limited to depiction of profanity, vulgarity, obscenity or violence; promote the use or abuse of tobacco, alcohol or drugs; creates a threat to the health and safety of other students; creates a significant risk of disruption to the school environment; clothing worn in such a manner so as to reveal underwear, cleavage or bare skin; spaghetti straps, strapless tops, halter tops, see-through or mesh garments or other clothing that is physically revealing, provocative or contains sexually suggestive comments	Level 3 may be used for students that violate the school dress code policy three or more times during the same school year.
(32) Academic Dishonesty	Definition	Receiving or providing unauthorized assistance on classroom projects, assignments or exams	Intentional receiving or providing of unauthorized assistance on classroom projects, assessments and assignments	Intentional plagiarism or cheating on a minor classroom assignment or project	Intentional plagiarism or cheating on a major exam, statewide assessment or project or the falsification of school records (including forgery)
	Examples		May include but is not limited to failure to cite sources	Includes but is not limited to intentional dishonesty on minor classroom projects, assignments, homework, etc.	Includes but is not limited to cheating on major exams, statewide assessments or other state mandated academic work; Includes the falsification of school records; forgery; Level 3 may be used for students that violate the school policy on academic dishonesty three or more times during the same school year although a single incident may rise to a level 3 offense.

SR Incident Type		General NCES / Federal Definition	Level 1	Level 2	Level 3
(33) Other - Student Incivility	Definition	Insubordination or disrespect to staff members or other students; includes but is not limited to refusal to follow school staff member instructions, use of vulgar or inappropriate language, and misrepresentation of the truth	Failure to comply with instructions or the inadvertent use of inappropriate language.	Blatant insubordination or the use of inappropriate language directed towards school staff or peers; intentional misrepresentation of the truth	Blatant and repeated insubordination or intentional misrepresentation of the truth; Level 3 should be used for students who display a pattern of violating the school policy related to student incivility.
	Examples		May include but is not limited to general disrespect for school staff or students; profanity; failure to follow instructions	Profanity or obscene language directed towards school staff; issuing false reports on other students; insubordination	Issuing false reports on school staff; Level 3 may be used for students that violate the school policy on student incivility three or more times during the same school year although a single incident may rise to a level 3 offense.
(34) Other - Possession of Unapproved Items	Definition	The use or possession of any unauthorized item disruptive to the school environment. (Note: The use of fireworks or incendiary devices must be coded as Arson.)	The possession of any unauthorized item. Does not include the possession of fireworks, matches, toy weapons, or other items that can be construed as dangerous	The use of the any unauthorized item (i.e. toys, mobile devices, or gadgets). Does not include the possession of fireworks, matches, toy weapons, or other items that can be construed as dangerous	The use or possession of unauthorized items including but not limited to toy guns or other items that can be construed as dangerous or harmful to the learning environment; Includes the possession of matches, lighters, incendiary devices or fireworks. The use of matches, lighters, incendiary devices or fireworks should be coded as Arson; Level 3 should be used for students who display a pattern of violating the school policy related to unapproved items.

	<i>Examples</i>		Includes but is not limited to possession of toys, mobile devices, gadgets, personal items, gum, candy, etc; includes possession of pepper spray	Includes but is not limited to use of toys, mobile devices, gadgets, personal items, , etc; includes the use of pepper spray without injury	Includes but are not limited to matches, lighters, or the possession of fireworks, bullets, stink bombs, CO2 cartridges; includes the use of pepper spray with injury
(35) Gang-Related	<i>Definition</i>	1."Criminal gang activity" means the commission, attempted commission, conspiracy to commit, or the solicitation, coercion, or intimidation of another person to commit any of the offenses defined in O.C.G.A. § 16-15-3(1)-(2) or the Troup County Student Code of Conduct. 2."Criminal street gang" means any organization, association, or group of three or more persons associated in fact, whether formal or informal, which engages in criminal gang activity as defined in this Section. The existence of such organization, association, or group of individuals associated in fact may be established by evidence of a common name or common identifying signs, symbols, tattoos, graffiti, or attire or other distinguishing characteristics, including, but not limited to, common activities, customs, or behaviors. Such term shall not include three or more persons, associated in fact, whether formal or informal, who are not engaged in criminal gang activity.	N/A	Wearing or possessing gang-related apparel; communicating either verbally or non-verbally to convey membership or affiliation with a gang	The solicitation of others for gang- membership, the defacing of school or personal property with gang-related symbols or slogans, threatening or intimidating on behalf of a gang, the requirement or payment for protection or insurance through a gang. Level 3 should be used for students who display a pattern of violating the school policy related to gang activity.
	<i>Examples</i>	formal or informal, which engages in criminal gang activity as defined in this Section. The existence of such organization, association, or group of individuals associated in fact may be established by evidence of a common name or common identifying signs, symbols, tattoos, graffiti, or attire or other distinguishing characteristics, including, but not limited to, common activities, customs, or behaviors. Such term shall not include three or more persons, associated in fact, whether formal or informal, who are not engaged in criminal gang activity. Offenses	N/A	Possession or wearing of gang-related clothing, jewelry, emblems, badges, symbols, signs, or using colors to convey gang membership or affiliation; gestures, handshakes, slogans, drawings, etc. to convey gang membership or affiliation; committing any other illegal act or other violation of school policies in connection with gang- related activity	Soliciting students for gang membership; tagging or defacing school or personal property with symbols or slogans intended to convey or promote membership or affiliation in any gang; requiring payment for protection, insurance, otherwise intimidating or threatening any person related to gang activity; inciting other students to intimidate or to act with physical violence upon any other person related to gang activity

		1.No student shall engage in criminal gang activity as defined above at school, nor outside of school hours or away from school if such conduct poses a reasonable danger, threat, or adverse effect to the educational process, the health, property, safety, morals, or well-being of other students, teachers, administrators, or employees with the Troup County School System. 2. No student shall knowingly represent or identify himself or herself as being a member of a criminal street gang at school. The displaying of any signs, signals, insignia or other symbols that members of a gang use for identification, whether displayed by means of clothing, by physical gestures (for example hand gestures) or by other means, shall be prohibited on the premises of any school system facility or at any school system function, provided that the totality of the circumstances surrounding the student's conduct would cause a reasonable observer to associate the student with a criminal street gang. It shall not be a defense that such student is not in fact a member of a criminal street gang. 3. Intentionally threatening, intimidating or harassing another Troup County School System student or employee, whether on-campus or off campus, by representing oneself to be a gang member is prohibited.			
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SR Incident Type		General NCES / Federal Definition	Level 1	Level 2	Level 3
(36) Repeated Offenses	Definition	Collection of offenses not previously assigned a state reportable action that occurs on a single or across multiple school days that leads to a state reportable disciplinary action.	Collection of minor incidents	Collection of moderate incidents	Collection of severe incidents
	Examples		See above	See above	See above
(40) Other Non-Disciplinary Incident	Definition	This code is used exclusively for the reporting Physical Restraint. When the INCIDENT TYPE= '40', then the ACTION CODE must = '95' for Physical Restraint. Do not report a Teacher ID when Incident Code is "Other Non-Disciplinary Incident."	Can only be used to report "Physical Restraint" with Action "95" (no teacher name)	Can only be used to report "Physical Restraint" with Action "95" (no teacher name)	Can only be used to report "Physical Restraint" with Action "95" (no teacher name)
	Examples		See above	See above	See above
(42) Electronic Smoking Device	Definition	Any device used to deliver nicotine or any other substance intended for human consumption that may be used by a person to simulate smoking through inhalation of vapor or aerosol from the device. Such devices include those manufactured, distributed, marketed or sold as an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe, electronic hookah, vape pen, electronic nicotine delivery system or any cartridge or other component of the device or related product.	Unintentional possession of an electronic smoking device	Use or knowledgeable possession of an electronic smoking device	Distribution and/or selling of electronic smoking devices: Level 3 may be used to report students that violate school policy on electronic smoking devices three or more times during the same school year although a single incident may rise to a level 3 offense.
	Examples				
(44) Violence Against a Teacher	Definition	Intentional physical attack against a teacher with the intent to cause bodily harm resulting in severe injuries or any physical attack against a teacher. Violence against other school personnel should be reported as Battery (03) – Level 3.	N/A	N/A	Intentional physical attack against a teacher with the intent to cause bodily harm resulting in severe injuries or any physical attack against a teacher. Violence against other school personnel should be reported as Battery (03) – Level 3.
SR Incident Type		General NCES / Federal Definition	Level 1	Level 2	Level 3

(45) Cyberbullying <i>For state reporting purposes this offense will be listed in the student information system as state code 29.</i>	Definition	<p>a. A student commits the offense of cyberbullying when the student uses any electronic communication, by individuals or groups to: (1) make a true threat against a student or school employee; (2) materially disrupt school operations; or (3) substantially impinge on the rights of another student such as, but not limited to: creating reasonable fear or harm to the student's person or property; creating a substantially detrimental effort on the student's physical or mental health; substantially interfering with a student's academic performance or interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by the school; or being so severe, persistent, or pervasive as to cause severe emotional distress.</p> <p>b. Includes conduct that is based on, but not limited to, a student's actual or perceived race, color, national origin, gender, religion, disability, sexual orientation or gender identity, distinguishing physical or personal characteristic, socioeconomic status; or association with any person identified in Section I (2)(b)(i)-(ix).</p> <p>c. As used herein, the term "electronic communications" means communications through any electronic device, including, but not limited to, computers, telephone, mobile phone, and pagers, and any type of communication, including, but not limited to, emails, instant messages, text messages, pictures messages, and websites.</p> <p>d. Jurisdiction for Cyberbullying: (1) No student shall be subjected to cyberbullying by an electronic communication that bears the imprimatur of the school regardless of whether such electronic communication originated on or off the school's campus. (2) The school shall have jurisdiction to prohibit cyberbullying that originates on the school's campus if the electronic communication was made using the school's technological resources or the electronic communication was made on the school's campus using the student's own personal technological resources. (3) The school shall have jurisdiction to prohibit cyberbullying that originates off the school's campus if: (a) it was reasonably foreseeable that the electronic communication would reach the school's campus; or (b) there is a sufficient nexus between the electronic communication and the school which includes, but is not limited to, speech that is directed at a school-specific audience, or the speech was brought onto or accessed on the school campus, even if it was not the student in question who did so.</p> <p>• See TCSS Policy JCDAG for additional information.</p>	First Offense of bullying as defined in Georgia Code Section 20-2-751.4	Second incident of bullying as defined in Georgia Code Section 20-2-751.4	Repeated acts, as defined in Georgia Code Section 20-2-751.4, occurring on school property or school possession that is a willful attempt or threat to inflict injury, or apparent means to do so, any display of force that puts victim at fear of harm, any written, verbal or physical act that threatens, harasses, or intimidates; causes another person physical harm; interferes with a student's education; so severe and pervasive intimidated or threatens educational environment.
SR Incident Type		General NCES / Federal Definition	Level 1	Level 2	Level 3

<p>(46) Hazing</p> <p><i>State reporting code will be based on the nature of the hazing.</i></p>	<p><i>Definition</i></p>	<p>A student commits the offense of hazing when he/she subjects another student to an activity which endangers or is likely to endanger the physical health of a student, regardless of a student's willingness to participate in such activity, in connection with or as a condition or precondition of gaining acceptance, membership, office, or other status in a school organization.</p>	<p>N/A</p>	<p>N/A</p>	<p>Subjects another student to an activity which endangers or is likely to endanger the physical health of a student, regardless of a student's willingness to participate in such activity, in connection with or as a condition or precondition of gaining acceptance, membership, office, or other status in a school organization.</p>
<p>(47) Threat of Physical Violence to School Personnel</p> <p><i>For state reporting purposes this offense will be listed in the student information system as state code 17-Level 3.</i></p>	<p><i>Definition</i></p>	<p>No student shall offer to commit or threaten to commit any act of physical violence against any teacher, administrator, other school personnel employee or bus driver employed by the Troup County Board of Education.</p>	<p>N/A</p>	<p>N/A</p>	<p>Any threat of physical violence against any teacher, administrator, bus driver or other TCSS employees.</p>
<p>(48) False Statements</p> <p><i>If the student receives disciplinary consequences, for state reporting purposes use code 24 - Other Incident for a State-Reported Discipline Action</i></p>	<p><i>Definition</i></p>	<p>A student to whom a request has been made by a school official to provide information regarding any school related matter commits the offense of furnishing a false statement when he/she, knowingly and willfully, makes a false statement, whether orally or in writing; falsifying, misrepresenting, omitting, or erroneously reporting information about allegations of inappropriate behavior of a school employee toward a student.</p>	<p>Furnishing a false statement when he/she, knowingly and willfully, makes a false statement, whether orally or in writing.</p>	<p>Furnishing a false statement when he/she, knowingly and willfully, makes a false statement, whether orally or in writing; falsifying, misrepresenting, omitting, or erroneously reporting information.</p>	<p>Furnishing a false statement when he/she, knowingly and willfully, makes a false statement, whether orally or in writing; falsifying, misrepresenting, omitting, or erroneously reporting information about allegations of inappropriate behavior of a school employee toward a student.</p>
	<p><i>Examples</i></p>		<p>Could include but is not limited to providing a false statement about their location when out of the classroom or providing other false information which does not substantially cause harm or disruption to the school environment.</p>	<p>Could include but is not limited to providing false information during an official administrative investigation.</p>	<p>Could include but is not limited to providing misinformation during an official administrative investigation about the actions of others to include school employees.</p>

SR Incident Type		General NCES / Federal Definition	Level 1	Level 2	Level 3
<p>(49) Outside conduct</p> <p><i>State reporting code will be based on the nature of the outside conduct.</i></p>	<p><i>Definition</i></p>	<p>Any student who commits an act outside of school hours or away from school which would constitute a felony if the student were an adult or which could result in the student being criminally charged with a felony shall be punished hereunder, provided that the student's conduct outside of school hours or away from school is such that the student's continued presence at school poses a reasonable danger, threat, or adverse effect to the educational process, the health, property, safety, morals, or well-being of other students, teachers, administrators, or employees within the Troup County School System. Nothing in this Section shall limit in any way the scope of application of other policies contained in this Code of Conduct intended to protect students from bullying or cyberbullying.</p>	<p>NA</p>	<p>NA</p>	<p>Conduct away from school which would constitute a felony if the student were an adult or which could result in the student being criminally charged with a felony shall be punished hereunder, provided that the student's conduct outside of school hours or away from school is such that the student's continued presence at school poses a reasonable danger, threat, or adverse effect to the educational process, the health, property, safety, morals, or well-being of other students, teachers, administrators, or employees within the Troup County School System.</p>
<p>(50) Theft</p> <p><i>If the student receives disciplinary consequences, for state reporting purposes use code 24 - Other Incident for a State-Reported Discipline Action</i></p>	<p><i>Definition</i></p>	<p>The unlawful taking of property belonging to another person or entity (e.g., school) without threat, violence or bodily harm.</p>	<p>The unlawful taking of property belonging to another person or entity that does not belong to the student with a value less than \$25.</p>	<p>The second incident of unlawful taking of property belonging to another person or entity that does not belong to the student with a value less than \$25.</p>	<p>The third and subsequent incidents of unlawful taking of property belonging to another person or entity that does not belong to the student with a value less than \$25.</p>
	<p><i>Examples</i></p>		<p>Includes but not limited to theft by taking, theft by receiving stolen property, and theft by deception</p>	<p>Includes but not limited to theft by taking, theft by receiving stolen property, and theft by deception</p>	<p>Includes but not limited to theft by taking, theft by receiving stolen property, and theft by deception</p>

DISCIPLINARY PROTOCOL AND PROCEDURE

A. TYPES OF CONSEQUENCES OR CORRECTIVE ACTION

In-School Suspension, Short-Term Suspension, Long-Term Suspension, or Expulsion may be imposed on a student for any violation of the Student Behavior Code.

1. **In-School Suspension:** In-school suspension is the isolation of a student during the school day from the regular classrooms and activities of the school with a continuation of the student's progress with classroom assignments and additional support as deemed appropriate by the ISS instructor unless otherwise identified and is not limited to academics, behavioral and/or social skills development.
2. **Short-Term Suspension:** Short-term, out-of-school suspension as defined in O.C.G.A. §20-2-751(3) means the denial to a student of the right to attend school and take part in any school-related functions for a period not to exceed ten (10) consecutive school days. The principal and assistant principal of any school shall have the discretionary power to impose a short-term suspension.
3. **Long-Term Suspension:** Long-term as defined by O.C.G.A §20-2-751(2) means the denial and suspension of a student of the right to attend school and take part in any school-related functions for more than ten (10) consecutive school days but not beyond the current academic term. A student may receive long-term suspension only as a result of a student disciplinary hearing before a Disciplinary Hearing Tribunal. A student shall be subject to long-term suspension or expulsion for violation of the rules for student behavior, conduct and discipline as set forth in these policies but only after a hearing or opportunity for a hearing in accordance with the rules and procedures hereafter set forth.
4. **Expulsion:** Expulsion as defined by O.C.G.A. §20-2-751(1) means the denial to a student of the right to attend school and take part in any school-related functions beyond the current academic term, and any greater duration deemed appropriate by the Disciplinary Hearing Officer including but not limited to the remainder of the current semester, school year, an entire school year or years, or permanently. Expulsion may only be imposed by action of the Disciplinary Hearing Tribunal after the student has been afforded notice, opportunity for hearing, and other procedural rights prior to such expulsion becoming effective.

B. GENERAL DISCIPLINE PROCEDURES

All violations of the Student Behavior Code shall be investigated and punishment imposed as warranted by the nature and circumstances of the violation. A principal in his/her discretion may (but is not compelled) administer appropriate disciplinary action such as in-school suspension or short-term suspension for certain violations at the school level without referral to a disciplinary hearing for students committing violations of the Student Behavior Code.

However, a principal does not have the authority to impose and must refer a student to a disciplinary hearing for the imposition of long-term suspension, expulsion or assignment to an alternative education program. A principal at his/her discretion may refer any violation of the Student Behavior Code for a disciplinary hearing.

All third offenses for (03) Battery, (08) Fighting, and (17) Threats and Intimidation shall be referred for a disciplinary hearing as is required for mandatory hearing offenses.

When a violation of the Student Behavior Code is a non-mandatory offense, the same procedure shall be followed as in investigations of any alleged mandatory hearing offense provided hereafter.

At the beginning of each school year, the principal or other designated administrator shall conduct such convocations, student assemblies or other proceedings with all students enrolled in each school so as to explain with particularity, the Student Behavior Code and the disciplinary protocol followed to include Mandatory Hearing Offenses.

C. DISCIPLINE OF STUDENTS IN GRADES K-5 AND STUDENTS WITH DISABILITIES

Students in grades K-5 are subject to and shall abide by the Student Disciplinary Code. However, the disciplinary hearing process including the mandatory hearing offenses shall not apply to students in grades K-3. The Superintendent shall determine the disciplinary actions or proceedings for students in grades K-3. Students in grades 4 and 5 who commit a mandatory hearing offense will not normally be brought before a tribunal. However, the principal of each elementary school in consultation with the Superintendent may treat an offense committed by a student in grades 4 and 5 as a mandatory hearing offense based upon the nature and circumstance as well as the student involved and refer the student to a disciplinary hearing.

Alternative School placement will not be made for students in grades K-5 as the provisions of the alternative school grant does not permit the assignment of students below grades 6-12 to the Alternative School.

Students with disabilities will be disciplined in compliance with applicable federal and state laws and regulations. The procedures set forth in this regulation may or may not apply to a student with disabilities depending on the circumstances and as determined by the appropriate team of teachers and administrators. If you have questions about the disciplinary process as it relates to a student with a disability and those questions cannot be answered at the school level, please contact the Director of Exceptional Education. For greater detail see the General Student Discipline section F of this document.

D. MANDATORY HEARING OFFENSES

The Troup County Board of Education believes that certain violations of the Student Behavior Code outlined herein cannot be tolerated under any circumstances and because of the nature and consequences of the violations immediate school and judicial intervention is required. Those offenses shall hereafter be defined and referred to as Mandatory Hearing Offenses. The following violations of the Student Behavior Code shall be classified as Mandatory Hearing Offenses:

Mandatory Hearing Offenses: The following are mandatory hearing offenses for all middle and high schools:

1. Middle and High Schools (Grades 6-12): (01) Alcohol – Level 3, (02) Arson – Level 3, (07) Drugs, Except Alcohol and Tobacco, (09) Homicide, (10) Kidnapping, (11) Larceny – Level 3, (12) Motor Vehicle Theft, (13) Robbery, (4) Sex Offenses – Level 3, (22) Weapons – Knife – Level 3, (23) Weapons – Others – Level 3, (25) Weapons – Handgun, (26) Weapons – Rifle/Shotgun, (27) Serious Bodily, (28) Other Firearms, (44) Violence Against a Teacher, (46) Hazing.

E. DISCIPLINE PROCEDURES

1. Upon reasonable suspicion that a student has committed an offense warranting a Disciplinary Hearing Tribunal, the principal or administrator in charge of discipline at each school shall immediately separate the student from the rest of the student body while the investigation of the conduct is being conducted. The principal or administration in charge of discipline shall advise the student that evidence exists that the student may have committed an offense warranting a Disciplinary Hearing Tribunal. See policy JCEB: Student Hearing Procedure for further clarification of the Hearing Process.
2. The school administrator shall advise the student that (1) the offense which the student is alleged to have committed carries the consequences of a mandatory referral to a Disciplinary Hearing of the Troup County Board of Education with short term suspension pending the hearing of the charges by the Disciplinary Hearing Officer; and (2) if the circumstances warrant it, that the alleged violation of the Student Behavior Code is being reported to the appropriate law enforcement agency in which the school is located and to the Juvenile Court of Troup County.
3. Upon completion of the investigation of a Mandatory Hearing Offense and a determination that grounds exist for charging a student with an offense, the principal shall first, make a reasonable attempt to notify the student's parents, and then if appropriate, the Juvenile Court of Troup County and the appropriate law enforcement agency.
4. **Imposition of Pre-Hearing Placement.** For Mandatory Hearing Offenses, the principal or school administrator may impose short term suspension upon the student by removing the student from the general school population for not more than ten school days pending hearing before a Disciplinary Hearing Officer or Tribunal. Short term suspension may include placement of the student in an In-School Suspension program in addition to Out of School Suspension. Out of School Suspension should be considered and used only in situations which would place other students at risk of injury or would result in the disruption of the educational mission of the class or school in which the student is enrolled or placed pending the Disciplinary Hearing. In the event that Out of School Suspension is imposed pending the Disciplinary Hearing Tribunal, the Juvenile Court shall be notified of the Out of School Suspension.
5. **Referral to a Disciplinary Hearing.** Following the commission of a Mandatory Hearing Offense, the student shall be referred to a Disciplinary Hearing Officer or Tribunal of the Troup County Board of Education. The hearing of the disciplinary charges before a Hearing Officer or Tribunal shall be within ten (10) school days of the day on which short term suspension is imposed and removed from the general student population. Where extenuating circumstances exist, the hearing by the Disciplinary Tribunal may be held more than ten school days following notification of charges; provided however, that the student must be returned to the general school population at the end of the short term suspension.

6. **Juvenile Court.** If warranted by the circumstances, the principal of the school in which the student is enrolled shall consult with and, to the extent and in the manner allowed by law, provide to the education protocol officer of the Troup County Juvenile Court such educational records on the student to include attendance, grades, standardized test scores, and disciplinary record as may be needed for an evaluation of the student by the Juvenile Court.
7. **Cooperation with Law Enforcement.** It shall be the further policy by the Troup County School System that all school administrators and personnel shall work together with law enforcement officials and Juvenile Court officials to provide counseling, joint supervision, school based community service, educational assistance, and anything necessary to prevent violence and provide for conflict resolutions and other interventions designed to address particular needs to a student who violates a provision of the Student Behavior Code where such offense also carries potential criminal consequences.

F. PROTOCOL AND MANDATORY PUNISHMENTS FOR OFFENSES AGAINST SCHOOL PERSONNEL

1. **Procedure** - Any student who is alleged to have committed any act of physical violence as defined in Section 44 – Violence Against a Teacher or Section (3) – Level 3 violence against other school official or employee, or school bus driver shall be referred to a disciplinary hearing tribunal of the Troup County Board of Education. The student alleged to have committed such act of physical violence shall be suspended out of school pending a hearing by the tribunal. The tribunal will be composed of three teachers or certified education personnel appointed according to Board policy. The tribunal shall determine all issues of fact and intent and shall submit its findings and recommendations to the Troup County Board of Education for imposition of punishment if the student is found guilty of the charges. The tribunal’s recommendations shall include a recommendation as to whether the student may return to the public school and if return is recommended, the recommended time for the student’s return to Troup County Schools. The Troup County Board of Education may follow the recommendation of the tribunal or it may impose penalties not recommended by the tribunal regardless of whether such penalties may be harsher and not recommended.
2. **Punishment for Violation of (44) and (3) – Level 3 Battery of other school official or employee** - Any student found by a tribunal to have committed an act of physical violence by intentionally making physical contact of an insulting or provoking nature against a teacher, administrator, school personnel or employee, or bus driver may be disciplined by expulsion, long term suspension or short term suspension as those terms are defined in the Official Code of Georgia and Troup County Board of Education Policies.
3. **Punishment for Violation of (44) and (3) – Level 3 Battery of other school official or employee - resulting in physical harm** - A student found by a tribunal to have committed an act of physical violence by making physical contact, which causes physical harm as defined in Section (44) and (3) against a teacher, administrator, school personnel or employee, or a bus driver shall be expelled from the Troup County Schools. The expulsion shall be for the remainder of the student’s eligibility to attend public schools pursuant to O.C.G.A. 20-2-150. The Troup County Board of Education, at its discretion, may permit the student to attend an alternative school

program for the period of the student's expulsion. If the student who commits an act of violence by making physical contact which causes physical harm is in Kindergarten through Grade 8, then the Troup County Board of Education, at its discretion, and on the recommendation of the tribunal may permit such student to re-enroll in the regular public school program for Grades 9 through 12. If Troup County Board of Education does not operate an alternative education program for students in Kindergarten through Grade 6, the Troup County Board of Education, at its discretion, may permit a student in Kindergarten through Grade 6 who has committed an act of physical violence against a teacher, administrator, school personnel or employee, or bus driver to re-enroll in the public school system.

4. **Juvenile Court Referral** - Any student found by a tribunal to have committed an act of physical violence as defined in Section (44) or (3) against a teacher, administrator, school personnel or employee, or bus driver shall be referred to Juvenile Court.

G. MANDATORY CONSEQUENCES – The following punishments shall also be mandatory as required by federal or state law or policy:

1. **Firearms** - A student found to have violated Section (22), (23), (25), (26), or (28) Level 3 shall be expelled from the Troup County schools for a period of not less than one (1) calendar year. On a case by case basis, a Disciplinary Hearing Tribunal or the Superintendent are authorized to place a student determined to have brought a firearm to school in the Troup County alternative school program if extenuating circumstances are found to exist.
2. **Bullying and Cyberbullying** - Any student in grades 6-12 who has committed and been punished twice for the offense of bullying and cyberbullying as defined in Section (29) Bullying and Section (45) Cyberbullying who is alleged to have committed a third act of bullying or cyberbullying within a school year shall be referred to a hearing before a Disciplinary Hearing Tribunal. If the student is found guilty of a third offense by the tribunal of the offense of bullying or cyberbullying, the student shall be assigned to the Troup County alternative school program for such time as the tribunal deems appropriate; provided however, this shall not prohibit the expulsion or long term suspension of the student for the third offense. At the discretion of the school administration, a student may also be referred to a disciplinary hearing tribunal for a first or second offense of bullying or cyberbullying.
3. **Bus Conduct** - If a student is found to have committed (3) Battery;(8) Fighting; (29)Bullying on a public school bus, in addition to any punishment imposed, a meeting between the parent or guardian of the student and appropriate officials from the Troup County School District shall be held to form a school bus behavior contract for the student. Such contract shall provide for progressive age, appropriate discipline, penalties and restrictions for student misconduct on the bus. Contract provisions may include, but shall not be limited to, assigned seating, ongoing parental involvement, and suspension from riding the bus. Nothing contained in this section shall be construed so as to limit the incidences wherein a student bus behavior contract may be required.

H. ALTERNATIVE DISCIPLINE RESOLUTION

The Troup County Board of Education supports the disciplinary hearing process and requirements established by Georgia law and, in particular, its policy to designate mandatory disciplinary hearings for certain offenses. The Troup County Board of Education

believes that, in certain circumstances, a less adversarial, informal disposition of breaches of the Troup County Board of Education Student Behavior Code can produce positive changes in individual student discipline and student attitudes towards discipline.

The Troup County Board of Education institutes and authorizes the following alternative discipline resolution (ADR) process:

1. **Purpose.** The purpose of ADR is to allow administrators of each school and parents to meet, discuss and agree on long-term suspension, expulsion or assignment to an alternative education program as punishment to be imposed for particular offenses committed in violation of the Troup County Board of Education Student Behavior Code and to waive and forego a disciplinary hearing tribunal on the charges.
2. **Applicable Offenses.** ADR shall be used for all violations of the Student Behavior Code, whether mandatory or non-mandatory hearing offenses, for which long-term suspension, expulsion or assignment to an alternative education program are to be recommended by the Principal.
3. **Process.** Upon completion of an investigation conducted in accordance with the Disciplinary Protocol set forth above of a probable Student Behavior Code violation, the school administrator shall then notify the parent and student of the ADR process and the availability of the ADR process in lieu of a disciplinary hearing before a tribunal or hearing officer. If the parent and the student avail themselves of the ADR process, the student and parent and the school administrator shall meet to discuss the violations of the Student Disciplinary Code, to receive admissions of guilt and to discuss and impose punishment for the offenses committed.

Should the school administrator determine that neither the student nor the school will benefit from an ADR, the school administrator shall proceed with a disciplinary hearing as provided for under this Student Behavior Code and other Troup County Board of Education policies. Likewise, should a student or parent determine that they do not desire to participate in an ADR, the school administrator shall then proceed with a disciplinary hearing for the offenses committed

4. **Waiver of Hearing and Appeal.** If a student and parent agree to a consequence from an ADR, they will be required in writing to waive a formal hearing and to agree and waive any rights of appeal of the ADR or the punishment imposed to the Troup County Board of Education or the State Board of Education. If a student or parent refuses to waive a hearing or refuses to agree to accept ADR punishment and waive all appeals, the student shall be referred forthwith to a disciplinary hearing tribunal.
5. **Punishment Imposed.** As a result of an ADR, a student may be punished for a violation of the Student Behavior Code by the imposition of short-term suspension, long-term suspension, expulsion or assignment to the Troup County Hope Academy. Permanent expulsion shall not be imposed or agreed to through an ADR, such being reserved for imposition by a disciplinary hearing only.
6. **Impact.** The discipline of a student under ADR shall be a part of the student's disciplinary records and carry the same importance and impact as if the student was disciplined by a disciplinary hearing tribunal. ADR shall be reported for a transferring student to a receiving school system as required by Georgia law.
7. **Time of ADR.** ADR shall be completed within ten (10) school days of the date on which short-term suspension is imposed and the student is removed the general school population. Where extenuating circumstances exist, ADR may be held more the ten (10) days thereafter, provided however, that the student must be returned to the general school population at the end of the short-term suspension.

8. **Reporting Requirements.** Notwithstanding the use of ADR, the school administrator shall report all mandatory hearing offenses required by the Student Behavior Code to the appropriate law enforcement agency in which the school is located, to the Juvenile Court of Troup County and the Troup County District Attorney.
9. **Alternative School Allocations.** The Superintendent shall allocate a specified number of assignments for each school for students to be assigned to the Troup County Hope Academy. School administrators in the imposition of punishment through ADR shall not exceed the allocated slots for a particular school at The Hope Academy.
10. **Process Forms.** The Superintendent or designee shall develop such forms, letters, and notifications as may be required to notify parents properly of the ADR, the availability of the ADR and to record the disposition thereof.

Bus Conduct

Bus drivers under the supervision of the principal and/or the director of transportation shall be responsible for the conduct and safety of children on the bus. Students whose conduct is not acceptable should be corrected by the driver in an appropriate manner. Drivers may leave a child either at home or at school in cases of extreme misconduct. However, no child may be put off the bus for misconduct between school and the point at which the child normally boards the bus.

The authority for controlling bus behavior rests with the driver. However, drivers are instructed to consult with the principal for serious cases. Pupils may be suspended from the bus for continued misbehavior. The driver may seat the children in any arrangement.

While riding a school bus;

- Students shall not engage in acts of physical violence, bullying, 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 shall not use any electronic devices during the operation of a school bus, including but not limited to cell phones without headphones; 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; and
- Students shall not use mirrors, lasers, flash camera, or any other lights or reflective devices in a manner that might interfere with the school bus driver's operation of the school bus. If a student is found to have engaged in physical acts of violence, the student shall be subject to the severe penalties.

A meeting of the parent or guardian of the student and appropriate school district officials must be held to form a student bus behavior contract whenever:

- A student is found to have engaged in bullying; or
- A student is found to have engaged in physical assault or battery of another person on the school bus.

The school bus behavior contract shall provide for age-appropriate discipline, penalties, and restrictions for student misconduct on the bus. Provisions may include, but are not limited to, assigned seating, ongoing parental involvement, and suspension from riding the bus.

Student Dress Code

A. Beliefs

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

B. Guidelines

Students should adhere to the following guidelines:

1. Pants must be worn at the waist, with or without a belt. "Busting slack" is not allowed. Students should not have to hold pants up while walking.
2. Shorts, skirts, and dresses are permitted but must be of appropriate length and style. The general rule is shorts and skirts should be no shorter than the tip of the middle finger when arms are extended by the side.
3. Clothing with pictures, writing, and/or symbols promoting gangs, alcohol, sex, tobacco, profanity or suggestive/crude messages is prohibited.
4. Hats/caps, "hoodies," sweatbands, stocking caps, curlers, ear warmers or sunglasses are not to be worn inside the school building. Bandanas are not permitted at any time.
5. Biker shorts, any type of warm-up that is tight and clings to the body, and clothing designed as undergarments or night wear (pajamas, flannel pants, negligee, etc.) worn as outer garments are unacceptable. This includes "leggings" or tights. If leggings or tights are worn, the outer wear covering these garments must meet the minimum requirements set forth in this dress code (i.e. Shorts, skirts, or dresses worn over leggings/tights must meet minimum length requirement stated in number 2 - they should be no shorter than the tip of the middle finger when arms are extended by the side).
6. Students should not wear clothing of abbreviated style and/or revealing nature (no exposed cleavage), including but not limited to bare midriff tops, tank tops, halter tops, tube tops, see-through clothing, blouses, pants, cutout garments, shirts or blouses with large armholes, and blouses with revealing necklines. (If the student's midriff or waist area shows when the arms are

extended parallel to the floor, it is considered a midriff top). Shoulder straps on blouses, shirts, and dresses must be a minimum width of 2 inches. Shirts and dresses must have both shoulder straps.

7. All pants, shorts, and other clothing with holes at or above the knee are unacceptable.
8. Other unacceptable dress: dog chains, wallet chains, "spiked chokers", and hanging shoulder straps, or any apparel that may be used to harm or impair another.
9. All students must wear shoes at all times for health and safety reasons. It is also recommended that shoes with a smooth sole such as thongs or flip flops not be worn. Bedroom slippers are prohibited.
10. With approval of the principal, activity sponsors may establish different rules for dress and grooming for participation in special activities.
11. Other attire deemed unsafe, inappropriate, or disruptive to the learning environment by the building principal may be subject to disciplinary action.

Interviews and Searches of Students

A. Search and Seizure

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers or student automobiles under the circumstances outlined below and may seize any illegal, unauthorized, or contraband materials discovered in the search.

As used in this policy, the term "unauthorized" means any item dangerous to the health or safety of students or school personnel, or disruptive of any lawful function, mission or process of the school, or any item described as unauthorized in school rules available beforehand to the student.

A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action.

B. Personal Searches

A student's person and/or personal effects (e.g. purse, book bag, etc.) may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials.

If a pat down search of a student's person is conducted it will be conducted in private by a school official of the same sex and with an adult witness present.

If the school official has reasonable suspicion to believe that the student has on his/her person an item imminently dangerous to the student or others, a more intrusive search of the student's person may be conducted. Such a search may only be conducted in private by a school official of the same sex, with an adult witness of the same sex present, and only upon the prior approval of the Director of Student Services or one of his/her superiors,

unless the health or safety of students will be endangered by the delay which might be caused by following these procedures.

C. Locker Searches

Student lockers are school property and remain at all times under the control of the school; however, students are expected to assume full responsibility for the security of their lockers. Periodic general inspections of lockers may be conducted by school authorities for any reason at any time without notice, without student consent, and without a search warrant.

D. Automobile Searches

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of student parking lots and inspections of the exteriors of student automobiles on school property. The interiors of student vehicles may be inspected whenever a school authority has reasonable suspicion to believe that illegal or unauthorized materials are contained inside. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

E. Seizure of Illegal Materials

If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition.

General Student Discipline Guidelines

A. Perspective

The professional staff of the school is expected to ensure student conduct conducive to an orderly educational program, to maintain an effective learning atmosphere both in and outside the classroom, and to help students achieve the self-discipline necessary for responsible use of freedom.

In maintaining proper discipline, all persons connected with the school have a double obligation to promote the legitimate objectives of the school in ways appropriate to the individual's respective role and to recognize and defend the rights of others.

While the methodology of discipline varies, each school will develop and maintain administrative procedures which:

1. Consistently enforce the discipline policies stated in the "Guidelines for Student Behavior."
2. Require and support sound principles of classroom management and ensure the proper authority of each of its teachers.
3. Clearly define the student's rights, as well as the student's obligations and responsibilities in the area of student discipline in the local school setting.

It is expected that each school's administrative procedures will result in students, teachers, administrators and parents sharing responsibility for the learning environment in an atmosphere of mutual support and success.

B. Teacher's Rights and Responsibilities

The teacher has a right to appropriate behavior by all students, and failing to get it, the teacher has the responsibility to take corrective measures including, but not limited to: enlisting parental assistance, imposing detention, revoking privileges, referring students and providing input in any referral case. The teacher has a right to receive a report of any action taken. The teacher's responsibilities include: conducting a well-planned and effective program, establishing and enforcing regulations within the school's educational environment that will facilitate learning, and maintaining written records of the conduct of students who may later be referred to others for help and/or disciplinary action.

A teacher shall have the authority, consistent with board policy, to manage his or her classroom, discipline students, and refer a student to the principal or his designee to maintain discipline in the classroom. Any teacher who has knowledge that a student has exhibited behavior which violates the student code of conduct and repeatedly or substantially interferes with the teacher's ability to communicate effectively with the students in his/her class or with the ability of such student's classmates to learn shall file a report of such behavior with the principal or his designee. The principal and teacher shall thereafter follow the procedures set forth in Georgia law, specifically O.C.G.A. 20-2-737-738.

C. Administration's Responsibilities

The administration has an obligation to impose necessary disciplinary measures including, but not limited to: enlisting parental support, imposing detention, revoking privileges, removing a student from class, in school suspension, suspending a student up to ten days, and recommending expulsion.

The administration is responsible for supporting teachers and insisting that they meet their obligation to maintain discipline, being alert to and correcting situations likely to promote poor citizenship, notifying parents of serious student offenses, creating an atmosphere conducive to student self-direction and self-regulation, and defending every individual within the school against arbitrary and unfair treatment.

The school superintendent shall fully support the authority of principals and teachers to remove a student from the classroom pursuant to O.C.G.A. Section 20-2-738.

D. Parental Responsibilities

The parent is expected to cooperate with the school, support its corrective measures, and to notify the school of any unusual behavior pattern on the part of the child that might lead to serious difficulties. Board Policy Manual Troup County Schools.

E. Options in Disciplinary Actions

Both the teacher and principal have various options in imposing disciplinary measures for student misconduct and infraction of school rules. The teacher or principal may and should consult with parents on disciplinary measures that might prove most effective in particular instances.

The principal is the designated leader of the school and, in consortium with the staff, is responsible for the orderly operation of the school. In cases of discipline violations not

covered by prescribed disposition, the principal may enact corrective measures which he/she feels is in the best interest of the school and the student(s) involved.

F. Discipline of Students with Disabilities

Students who have been identified as disabled and are receiving special education under the provisions of the Individuals with Disabilities Education Act (IDEA) must be viewed differently in determining what discipline is appropriate.

Before long-term suspension or expulsion may occur, it must first be determined whether the misconduct of the students in issue is a manifestation of the disabling conditions of the students. The decision of whether the misbehavior of disabled students is a manifestation of their disabling conditions must be determined by a school committee (IEP) comprised of professionals in the school system. The committee shall determine whether a causal relationship exists between the disability or disabling condition of the students involved and their particular misconduct. If the disciplinary committee finds that the misbehavior is not a manifestation of the students' disability (ies), then these students may be expelled or suspended for longer than ten days. However, complete cessation of special education services mandated by federal law during the time the students are suspended or expelled from school is not permitted.

Long-term suspension or expulsion of disabled students is limited by court rulings that require continuation of some educational services during the expulsion/ suspension period. Short-term suspension or temporary suspensions not in excess of ten days are permitted and do not require the same protection for students as mandated by *Sl v. Turlington*.

The use of short-term suspensions may be an appropriate disciplinary technique and will not constitute a change in placement unless the cumulative of short-term suspensions constitute in reality a long-term suspension or expulsion.

In cases involving disabled students who are discipline problems, particularly those students who have behavior disorders or are severely and emotionally disturbed, and the usual procedure is for a placement committee to review the appropriateness of the student's current placement and determine whether a more restrictive placement is advisable. The placement committee has the responsibility for deciding what appropriate discipline for disability related behavior is. But when a student's behavior poses a threat to the safety of other students, such as the sale of illegal drugs to students on campus, it may be appropriate to consider those students for long-term suspension and expulsion, and follow the procedures required by the courts. A disabled student can be temporarily removed from the classroom prior to a hearing where such action is deemed necessary to protect the student, other students or the teacher, but the hearing should be held as soon as possible thereafter.

Last Revised: 12/15/2022

HARRASSMENT

Board Policy: JCAC

It is the policy of this school district to prohibit any act of harassment of students or employees by other students or employees based upon race, color, sex, national origin, religion, age, or disability at all times and during all occasions while at school, in the

workplace or at any school event or activity. Any such act by a student or employee shall result in prompt and appropriate discipline, including the possible termination of employment or suspension or expulsion of the student.

Sexual harassment may include conduct or speech that entails unwelcome sexual advances, requests for sexual favors, taunts, threats, comments of a vulgar or demeaning nature, demands, or physical contact that creates a hostile environment for a student or employee. There may be other speech or conduct that employees or students experience as inappropriate or illegal harassment which should also be reported; harassment can take many forms and it is not possible to itemize every aspect of the harassment forbidden by this policy.

Any student, employee, applicant for employment, parent or other individual who believes he or she has been subjected to harassment or discrimination by other students or employees of the school district as prohibited by this policy should promptly report the same to the principal of the school or to the appropriate coordinator designated in policy JAA/GAAA, who will implement the Board's discriminatory complaints procedures as specified in that policy. Students may also report harassment or discrimination to their school counselor or any administrator. Students and employees will not be subjected to retaliation for reporting such harassment or discrimination. If at any point in the investigation of reported sexual harassment of a student, the coordinator or designee determines that the reported harassment should more properly be termed abuse, the reported incident or situation shall be referred pursuant to the established protocol for child abuse investigation.

It is the duty of all employees to promptly report harassment forbidden by this policy. All supervisors will instruct employees under their supervision as to the content of this policy and, through appropriate professional learning activities, enlighten employees as to the varied forms or expression of prohibited harassment. The principals of all schools shall ensure that students and parents are informed through student handbooks and verbally that such harassment is strictly forbidden, how it is to be reported and the consequences for violating this policy.

Date Adopted: 7/1/2001
Last Revised: 12/15/2022

AFTER SCHOOL DETENTION

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

ISS/OSS his/her only options for future behavior infractions.

IN-SCHOOL SUSPENSION

Students assigned to In-School Suspension (ISS) will report immediately to the art room (room 410) upon arrival. While in ISS, students must complete all work assigned by teachers. Assignments will be returned to teachers for evaluation. Parents may request a copy of the expectations by contacting the school. The student who misbehaves in ISS may complete the rest of his/her assignments as out-of-school suspension. Parents will be notified by telephone and/or writing when a student has been assigned ISS or OSS. A student who is assigned to ISS or OSS shall not participate in nor attend any extracurricular school activity during this time. After two suspensions from ISS, students may no longer have ISS as a consequence for misbehavior, making OSS his/her only option for future behavior infractions.

CELL PHONES

No student cell phones or earbuds, air pods or Bluetooth headphones will be allowed to be in use in classrooms during the school day, for ANY reason.

Cell phones must be on silent and stored inside backpacks. Phones may only be accessed before and after school. Also, if a student requests to use the restroom during class, they must show the teacher that their cell phone is not leaving the classroom with them. Earphones that are wired and plugged into the laptop, may be used if needed for coursework.

During class, students may NOT use their phones for calculators, to check the time, music, reading a book, checking their grades, or for any other reason. If there is a medical reason to use a cell phone, that will be allowed per a 504 or health plan.

If a phone is out during instructional time:

First offense: The teacher will take the student's phone and return it at the end of class and make a phone call home.

Second offense: The teacher will send that student (or call for an administrator as needed), with their phone, to the office immediately for the administrator to hold until the end of the day at which time the phone will be returned to the student.

Third offense: The teacher will send the student, with their phone, to the office immediately for the administrator to call the parent to retrieve the phone.
If this trend continues, further disciplinary actions will be pursued



LCMS Cell Phone Policy

Student cell phones, earbuds, or headphones should not be visible or in use during school hours.

Cell phones must be put on silent and stored inside backpacks.

1

First Offense: The teacher will take the device and return it at the end of class.

2

Second Offense: The teacher will send that student with their device to the office immediately for the administrator to keep until the end of the day.

3

Third Offense: The teacher will send the student with their phone to the office immediately for the administrator to call the parent to retrieve the device.

****LCMS is not responsible for lost/damaged devices.****

Expected Behaviors in Common Areas at LCMS

Hall Rules

Long Cane Middle School will utilize SmartPass. SmartPass is a digital hall pass system that replaces traditional hall passes such as sign-out sheets, wooden blocks, passbooks, lanyards, and more.

You must have a SmartPass active by your teacher or administrator if you are in the halls during class.

You should return to your destination before your time runs out on your SmartPass.

You are asked to keep halls open to traffic by walking to the right when in the hallway. Do not block traffic by standing in groups. Pass through halls quietly.

- ☐ Discard trash in the containers provided. Show pride by picking up paper to keep your school clean. **Do not put your feet or hands on the walls.**

Bus Conduct

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

Gym/PE

Dressing Out for Physical Education

For proper personal hygiene, all students must have appropriate clothing for participation in Physical Education. You have to have tennis shoes for PE. Students may bring PE attire to dress out in class. All students must wear shorts that comply with the LCMS dress code and shoes that are appropriate for participation in PE events. Shoes must have a back and velcro or lace securely.

Medical excuses from a doctor are mandatory for exemption.

Media Center

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

Extra-Curricular Information

Eligibility for Athletics

Students in grades 6 through 8 must pass at least four of the six courses that the student is enrolled in during the semester immediately preceding participation to be eligible to participate in extracurricular athletics. This means that if you have not passed at least 4/6 of your classes at the end of each semester (shown on report cards as semester averages), then you will be declared ineligible to play sports. Ineligible students are prohibited from practicing, traveling, or trying out for a team. This ineligibility period remains in effect for one semester. Semester grades are given at the end of the second nine weeks and the fourth nine weeks.

Student Activities

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

Dances are open only to students currently enrolled at LCMS. The 8th-grade dance is for middle school students only - no high school students allowed.

Students must remain inside the building until the activity is completed.

Running, horseplaying, and roughhousing are prohibited.

- ☐ Students must be picked up immediately following an activity. Sponsors and chaperones of activities should not have to wait for parents to pick up their children. **Students who cause sponsors to wait more than 30 minutes after the conclusion of an activity will be restricted from the next two after-school events.**

Students absent or suspended from school (ISS, OSS) will not be permitted to attend any school function.

Discipline policies of the school/school system are in effect at all school functions.

Clubs

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

- **GreenpowerUSA, sponsored by Stephanie Simmons**
- **Junior Beta Club, sponsored by Sara Morman & Stacie Hart**
- **FFA, sponsored by Bailee Tracy**
- **Art Club, sponsored by Elena Thomas**

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

Title IX Equity in Sports Act

State law prohibits discrimination based on gender in athletic programs of local school systems (Equity in Sports Act, O.C.G.A § 20-2-315). Students and staff are hereby notified that the Troup County Board of Education does not discriminate on the basis of gender in its athletic programs. The sports equity coordinator for this school system is: Dennis Medders, Assistant Superintendent,

Troup County School System, 100 North Davis Road, Bldg. C, LaGrange, GA 30241. Mr. Radcliffe may be reached by phone at (706) 812-7900. Inquiries or complaints concerning sports equity in this school system may be submitted to the sports equity coordinator.

Gender Equity in Sports

Board Policy: IDFA

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

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

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

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

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

Date Adopted: 7/1/2001 Last Revised: 11/17/2022

PAWS EXPECTATIONS

Long Cane Middle School is a school that recognizes and supports the impact of positive behavior rewards and interventions. Students must practice respect, always be kind, work responsibly, and stay safe. All Long Cane Middle School students must demonstrate and support the behaviors listed to support and maintain a successful organization.

Academics

Student Grading

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

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

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

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

Homework

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

Student Honors

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

Principal's List: Students who have earned a 4.0 GPA for the year will receive the Principal's List Award at the year-end Honor's Day program.

Honor Roll: Students earning a 3.5 GPA for the year are named to the Honor Roll and will be recognized at the end of the year Honor's Day program.

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

Academic Honesty

One of the most important aspects of a student's educational process is to learn honesty in all endeavors. This includes academic honesty. In order to become the best student you can be, you must do your own work. This means that you should not give information to or receive information from someone else. This includes homework. If you do, it is considered cheating, and you may receive a zero for that assignment or test. You must also remember that you cannot copy another person's writings or ideas and use them as your own. This is called plagiarism, and it is another form of cheating. If cheating does occur, parents will be notified and appropriate disciplinary action may be taken.

Assessment Security

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

The following list contains tests that are required by state or federal law:

Georgia Milestone Assessment System (GMAS)

In order to determine the student's mastery of the Georgia Standards of Excellence (GSE) in grades 3-8, the State Department of Education implemented the Georgia Milestones Assessment System (GMAS) End of Grade and End of Course to measure each child's academic performance in the areas of English Language Arts, Math, Science and Social Studies. End of Grade is specific to 3rd - 8th grade with ELA and Math tested in 3rd-8th grade; Science tested in 5th and 8th grade only; and Social Studies tested in 8th grade only. End of Course is given at the end of specific high school courses and is 20% of the course grade. Courses are American Lit, Algebra: Concepts and Connections, U.S. History and Biology.

Georgia Kindergarten Inventory of Developing Skills (GKIDS 2.0) – GKIDS is a formative assessment for Kindergarten students. Its purpose is to measure student growth in the areas of literacy, math and social/emotional development during the academic year to determine readiness for first grade. It also provides diagnostic information for teachers to guide instructional practices in the classroom.

WIDA ACCESS in grades K-12 and WIDA Alternate ACCESS (ACCESS) - Access is used to determine English proficiency in areas of speaking, listening, reading and writing. It is given to all students identified as English Learners in grades K-12.

Georgia Alternate Assessment (GAA 2.0) - GAA 2.0 provides meaningful information about classroom instruction and identifies students' areas of strength and improvement. It is given to students in grades 3-8 and 11th grade that have been identified as having a significant cognitive disability.

At times during the school year, students may take other assessments to determine academic starting points and progress. The list below contains these tests and the grades associated.

PreSchool Early Literacy Indicators (PELI) (PreK)

Peabody Picture Vocabulary-R (PPVT-5) (PreK)

Acadience (Grades K-3)

iReady Diagnostic Math and Reading (Grades K-8)

NWEA MAP Growth Reading Assessment (Grades 3-11)

ASSESSMENT

What does the law require?

The Every Student Achieves Act (ESSA) is the federal law passed to ensure that all students are provided a significant opportunity to receive a fair, equitable, and high quality education and close the educational achievement gap. States including Georgia are required to develop a system to assess students and be accountable to its stakeholders annually.

The Georgia Milestones Assessment System is designed to fulfill this law by:

- Providing a valid measure of student achievement of the state content standards
- Allowing for the detection of the academic progress made by each student
- Supporting and informing educator effectiveness
- Informing state and federal accountability measures at the school, district and state levels

The ultimate goal of the Georgia Milestones Assessment System (GMAS) is to ensure that all students are provided the opportunity to engage with high quality standards, receive high-quality instruction and are positioned to meet high academic expectations. GMAS is designed to provide students and parents with information about student achievement and preparedness for the next educational level. It is also a critical component of the state's accountability measure which is used to measure the quality of the educational services and opportunities provided to students. ([GA Student Assessment Handbook](#)).

The Troup County School System **does not have the authority to waive student assessment or participation requirements mandated** by law. The Troup County School System is therefore required to offer all students the opportunity to participate in state assessments. It should be noted that schools in which students “refuse to test” or “opt out” are penalized for the student’s lack of participation.

Who is tested with the Georgia Milestones Assessment System?

- Grades 3 – 8 are tested in English Language Arts and Mathematics
- Grades 5 & 8 are tested in Science
- Grade 8 is tested in Social Studies
- High School students are tested in 4 courses: Algebra: Concepts and Connections, Biology, US History and American Lit during the year/semester they take the aligning course.

How does the Troup County School System use student data?

- Guide instructional improvement
- Determine an individual student’s areas of strength and weakness
- Guide placement in academic programs
 - Gifted/Accelerated
 - Intervention
 - Retention

Concern on the part of parents and educators regarding state and federal accountability pressures is understandable. However, because the assessments themselves provide valuable information to educators and because failure to participate can lead to negative consequences for your child, we encourage those parents who have concerns about the accountability uses of Georgia Milestones to direct their concerns to their state and federal legislators, rather than refusing student participation in Georgia Milestones testing.

In the event that you still wish for your student to refuse to participate in Milestones testing, we ask that you carefully read and sign the following document at least 2 weeks prior to the first day of testing. You may request a document from your student’s school:

- The school is required by law to offer the student every opportunity to participate in the assessment. If you fail to sign and return this form, your student will be offered a test.

- **The parent assumes responsibility for the absence of data and understands that it may affect future educational decisions now known and unknown, such as course and/or program placement.**
- A conference may be held to discuss promotion/retention for elementary and middle school students not participating in the Georgia Milestones end-of-grade assessment.
- High school students failing to complete end-of-course assessments will have a grade of zero factored as 20% of the student's final course grade
- Absences to avoid state assessments are considered unexcused absences.
- Because certified teachers will be proctoring GMAS assessments, your child will not have access to teacher-led or supported alternate assignments during testing periods. He or she will be placed in an alternate setting, supervised by support staff. He or she may bring a book to read or work on homework assignments during testing periods.
- Schools will follow the Code of Conduct if any behavior issues arise.

Parent / Guardian Declaration of Intent to Have Student Refuse Participation in Georgia Milestones Testing:

I have carefully read this document and understand both the uses of Georgia Milestones assessment data and the possible consequences of my child not participating. Furthermore, I understand that my child must still attend school on testing dates in order to comply with compulsory school attendance law. This declaration is only valid for the soonest upcoming test administration window. A new declaration must be filed prior to designated retest opportunity periods in applicable grades.

Promotion and Retention

Board Policy: IHE

The Troup County Board of Education adopts this policy in accordance with O.C.G.A. Sections 20-2-282 through 20-2-285 (Georgia Academic Placement and Promotion Policy) that bases the placement of a student into a grade, class or program on an assessment of the academic achievement of the student and a determination of the educational setting in which the student is most likely to receive instruction and other services needed in order to succeed and progress to the next higher level of academic achievement.

As a Strategic Waiver School System, the Troup County Board of Education has an approved waiver for 20-2-283 which associates promotion to state assessments in specific grades.

Promotion, grade-level advancement, and course credit shall be based on academic achievement and demonstrated proficiency of the subject matter of the course or grade level. No student shall be administratively promoted to a grade level for which he or she is not prepared without appropriate intervention measures. The scope of this policy is comprehensive and contains both system standards and state requirements for grades K-12.

1. DEFINITIONS

a. Absences - An excused absence is one in which the student is ill. Absences due to the death of an immediate family member (mother, father, siblings, aunts, uncles, and grandparents) are also excused absences. The principal may request documentation in order to record the absence as excused. Other excused absences include subpoena, or other governmental mandate, bona fide religious holiday, voting, registration for the draft, or other reasons specified in state board rule. The building administrator may require documentation including, but not limited to a doctor's note for absences related to illness. All other absences are unexcused.

b. Administrative Placement team – team convened by the principal or his/her designee to include appropriate grade level teachers.

c. Grade level - standard of performance for mastery of a set of standards set forth by the Georgia Department of Education.

d. Overall academic achievement - the overall assessment of a student's academic performance, which shall include a consideration of the student's grades, classroom performance, state assessments, attendance, and other pertinent criteria.

e. Placement - the assignment of a student to a specific grade level based on the determination that such placement will most likely provide the student with instruction and other services needed to succeed and progress to the next higher level of academic achievement.

f. Promotion - the assignment of a student to a higher grade level based on the student's achievement of established criteria in the current grade.

g. Retention - the reassignment of a student to the current grade level during the next school year.

2. LOCAL PROMOTION STANDARDS FOR GRADES K-8

Kindergarten:

Kindergarten students will be promoted or retained based on data collected throughout the school year using state assessments, which contain data collected by the teacher throughout the school year. Additional information to be considered may include: age, social maturity, emotional factors, number of years in school, presence of support services, and attendance.

Grades One and Two:

Promotion from one grade to the next higher grade is dependent upon mastering the local and state developed grade level curriculum standards. Evidence of mastery of standards is determined by examining available assessment data, classroom performance, presence of support services, and overall academic achievement.

Grades, Three, Four, and Five:

Promotion from one grade to the next higher grade is dependent upon mastering the state and local grade level curriculum standards. Mastery of these standards is indicated by a yearly average of 70 or on the report card, state and local assessment results, classroom performance, presence of support services, and overall academic achievement.

Grades Six, Seven, and Eight:

Promotion from one grade to the next higher grade is dependent upon mastering the local and state curriculum standards. Mastery of these standards is indicated by a yearly average of 70 or above on the report card, state and local assessment results, classroom performance, presence of support services and overall academic achievement. Students are expected to pass three of the four core subjects per year.

Grades Nine, Ten, Eleven, and Twelve:

Students with more than seven (7) absences must request a waiver to earn credit for a course. It is the responsibility of the student and parent to request a waiver. A waiver committee will

review the circumstances and determine whether credit will be awarded. For any student with more than seven (7) unexcused absences, a waiver will not be granted.

Classifications: Below is the listed number of credits required for classifications at each grade level.

Sophomore: 5 - 10.5 credits

Junior: 11 - 15.5 credits

Senior: 16+ credits

High School Graduation: In order for any student to graduate from high school, a student must fulfill all Troup County School System's Graduation Requirements as per Board Policy IHF(6). Students enrolled in ninth grade prior to fall of 2013 are required to pass the Georgia High School Writing Test (GHSWT). This test is administered several times annually by the school system.

State Required Assessments: The State of Georgia requires assessments at the end of specific courses. Students will be required to take state assessments in order to receive credit for these courses. Assessment results shall be provided to students, parents, and educators with individual scores on each assessment taken; student scores must be recorded on, in, or with the individual student report card. State assessments are given in the following courses: Algebra I, Accelerated Algebra I, Geometry, Accelerated Geometry, United States History, Economics, Biology, Physical Science, Ninth Grade Literature and Composition, and American Literature.

Semester Exams: All other courses in which a state required assessment is not given will have semester exams. Semester exams and state required assessments will count 20% of the student's final numeric grade in the course.

Students with Disabilities: Students with disabilities will follow local board of education policy when determining promotion, placement, and retention.

Eligibility: No student shall be retained in any grade for the purpose of extending that student's athletic eligibility.

Appeals for Grade Level Retention (K-8)

Within five (5) business days following notification of retention, parent(s) or guardian(s) may appeal in writing to the principal, stating the reason for the appeal. The principal will convene an appeals committee consisting of the parent, the principal, and the division director. The decision to place the student in the next grade must be unanimous. The decision of the appeals committee is final.

Troup County Schools

Date Adopted: 7/1/2001

Last Revised: 7/20/2017

Title II, Part A. Teacher/Paraprofessional Quality/Parental Rights

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

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

If you wish to request information concerning your child's teacher's qualifications, please contact Whitney Glisson at (706)846-2085.

20 Day Parent Notification Letter

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

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

Technology Information

Internet Acceptable Use

Board Regulation: IFBG-R

Computer, Network, Internet, Electronic Communications, and Social Media Acceptable Use

Computer network use is governed by federal and state laws which specify punitive legal actions that can be taken, as well as terms of imprisonment and/or financial fines that may be imposed by the courts for conviction of computer-related crimes.

The State of Georgia has passed laws which govern the use of computers and related technology. Article 6 of Chapter 9 of Title 16 of the Official Code of Georgia Annotated, known as the Georgia Computer Systems Protection Act specifically forbids computer misuse and abuse. Excepts are as listed below:

Computer Fraud and Abuse

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

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

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

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

that could result in unwanted financial obligations for which a student's parent or guardian would be liable.

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

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

1. Accessing, sending, creating, or posting materials or communications that are damaging to another person's reputation, abusive, obscene, sexually oriented, threatening, demeaning to another person's gender or race, harassing, or illegal.
2. Violating any local, state or federal statute.
3. Vandalizing, damaging, or disabling the computer and/or related equipment of any individual or organization.
4. Using the school's computer hardware or network for illegal activity such as copying software or violation of copyright laws.
5. Making illegal copies of software on any school's computer or computer network.
6. Copying or downloading copyrighted software for one's own personal use.
7. Violating copyright or otherwise using the intellectual property of another individual or organization without permission.
8. Using the network for private financial or commercial gain.
9. Loading or using any unauthorized software programs on any school's computer or computer network. Examples include games, public domain, shareware, etc.
10. Intentionally infecting any school computer or network with a virus or program designed to damage, alter or destroy data.
11. Attempting to gain or gaining unauthorized access to network resources.
12. Invading the privacy of other individuals by gaining unauthorized access to their files or documents.
13. Using or attempting to use another person's user name (User I.D.) or password without authorization. Passwords must be kept confidential and must not be shared by anyone.
14. Posting or plagiarizing work created by another person without their consent.
15. Posting anonymous messages.
16. Using the network for commercial or private advertising.
17. Forging electronic mail messages.
18. Attempting to access, alter, delete, or copy the electronic mail of other system users without authorization.
19. Using the school's computers, network or Internet link while access privileges are suspended.
20. Using the school's computers, network or Internet link in a manner that is inconsistent with teacher's directions and generally accepted network etiquette.
21. Attempting to alter the standard configuration of a computer, a network or any of the resident software on the computer or network within the assigned user environment.
22. Using personal diskettes and personal CDs and/or digital storage devices in school equipment without authorization.
23. Posting/sharing electronic messages that undermine and violate district policies and practices or become detrimental to the health, welfare, discipline or morals of others.
24. Engaging in personal social networking activities during the professional workday.
25. Posting social media and electronic messages or establishing social network sites on behalf of the district or the schools, departments, classes, personnel contained therein, without the consent of the Superintendent or his designee.

26. Violating confidentiality laws that govern student records, health, and select personnel records and information.
27. Storing personal files, photos, data, and other content on school system equipment.

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

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

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

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

Technology Letter

Dear Parent(s),

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

Definition of "Technology"

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

Internet

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

Security and Damages

Troup County School System is not liable for any device that is stolen or damaged. Responsibility to keep the device secure rests with the individual owner. If a device is stolen or damaged, it will be handled through the administrative office similar to other personal artifacts that are impacted in similar situations. Devices will be registered at school; however, it is also recommended that parents record device serial numbers and keep them in a secure place at home. We recommend that skins (decals) and other custom touches are used to physically identify your device from others. Additionally, protective cases for technology are encouraged.

Acceptable Use Policy (AUP)

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

Teachers' Role

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

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

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

Troup County BYOD Guidelines

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

Please read carefully and initial every statement:

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

- The student acknowledges that the school's network filters will be applied to one's connection to the internet and will not attempt to bypass them.
- The student may not use his or her device in the restroom and locker room areas of the school.

Internet/Email Opt Out

Write a statement and turn in to your student's school if you **do not** want:

- Your student to have internet access.
- Your middle/high school student to have an email address from the system to communicate with the teachers.

Exceptional Educational Experiences

Americans with Disabilities Act

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

Special Education Programs

Board Policy: IDDF

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

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

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

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

Section 504

Under 504, a person is considered to have a disability if that person:

- (1) has a physical or mental impairment which **substantially** limits one or more of such person's major life activities,
- (2) has a record of such impairment, or
- (3) is regarded as having such an impairment

Students eligible for protection under Section 504 may have accommodation plans written that specifically address their individual needs according to their handicapping conditions.

Examples of **potential** 504 handicapping conditions are: Caring for oneself, seeing, hearing, speaking, breathing, learning, Tuberculosis, asthma, allergies, heart disease, temporary medical conditions due to illness or accident, ADD, ADHD, behavioral difficulties, drug/alcohol addiction.

Education Program for Gifted Students

The Troup County Board of Education recognizes the need to provide gifted education services for students who have the potential for exceptional achievement in grades K-12. A gifted student is one who demonstrates a high degree of intellectual and/or creative abilities, exhibits an exceptionally high degree of motivation, and/or excels in specific academic fields and who needs special instruction and /or ancillary services to achieve at a level commensurate with his/her abilities.

The Troup County Board of Education provides a differentiated curriculum for gifted students which consists of courses of study in which the content, teaching strategies, and expectations of student mastery have been adjusted to be appropriate for gifted students.

A student may be referred for consideration for gifted educational services by teachers, counselors, administrators, parents, guardians, peers, self and other individuals with knowledge of the student's abilities.

Parents and guardians will be notified and afforded an opportunity for a conference to discuss student eligibility requirements.

The Georgia Board of Education has two options for eligibility:

Option 1 – Psychometric approach – (cognitive ability and achievement) or

Option 2 – Multiple Criteria approach – (meeting three out of the four criteria: mental ability, achievement, creativity and motivation)

For any additional information, please call the teachers of the gifted assigned to your child's school or the Director of Exceptional Education, Kitty Crawford at (706) 812-7939.

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

Fees and Expenses

Cafeteria Procedures

Breakfast and lunch will be served to students who choose to participate. **Students should go to breakfast before going to homeroom, the gym, band, or chorus rooms.**

Starting in the 2024-25 school year, the Troup County School System will be able to feed ALL students for free through the Community Eligibility Program (CEP), a federal program. This change will benefit many more students by providing them with a balanced and nutritious meal every day in school. Students attending a CEP school can enjoy a free breakfast and lunch. A complete meal must have at least three components, one of which is a fruit or vegetable. At lunch, students can choose up to five meal components.

Students can also buy extra items separately, such as snacks, drinks, or additional entrees and sides. There are some guidelines. Any outstanding balance for previously charged meals must be cleared before students can make individual purchases, and students cannot charge extra items. To see your child's school's daily breakfast and lunch menus, visit troup.nutrislice.com and select the appropriate school and meal type.

Outstanding fines, fees and replacement costs

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

Student Health and Well-Being

Student Illness/Telephone Use

Students who become ill at school shall notify their teacher, secure a Nurse's note, and report to the nurse (located in the counselor's office). The nurse or the grade level counselor will contact the student's parent, legal guardian, or emergency contact person. The student will be required to follow the sign-out procedure. **Students are not permitted to use the phone during the school day** unless there is an emergency and they must receive permission from the counselor's office.

Medication

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

Parents/guardians must complete and sign the student medication record that authorizes the school staff to administer medications to their child.

- ☐ **School personnel may not provide medication of any kind**, including over-the-counter drugs, even with parent permission.

Prescription medication must be brought to the counselors' office immediately upon the student's arrival on campus. It must be in its prescription bottle with the directions for administration printed on the bottle.

Nonprescription or over-the-counter medication must be sent in its original container. A note from parents/guardians explaining the directions for administration must accompany the medication.

Students will report to the med room in the counselors' office for their medication.

The school provides first aid ointment for students. Aspirin or Tylenol is not provided by the school. Students who require Tylenol or aspirin on a regular basis will be referred to the school nurse.

Health and immunization records must be up-to-date for all students. All students entering the 7th grade are required to have the chickenpox vaccination or proof of immunity. Documentation can be obtained on Form 3189. Parents are asked to provide this documentation at registration. Records must be kept on file in the Counselor's office.

State Law requires the withdrawal from school of students who are not immunized.

Feminine hygiene products are available in the Counselor's office.

Accidents

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

Insurance

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

Fire/Tornado/Other Emergency Drills

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

Other School/System Policies

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

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

Visitors to School

Board Policy: KM

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

Student Auditing Classes

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

Classroom Observations

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

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

Parent Visitation

Long Cane Middle School extends an invitation to parents to observe their children in an academic setting, with the exception of testing weeks but must follow the protocol in Board Policy

KM listed above. Parents are encouraged to visit the school during special activities that include school lunch, open house, band and choral concerts, academic bowls, athletic events, and Honors Day. Parents may also choose to participate in the instructional program through such activities as volunteer work, field trip chaperones, and serving on school committees. All visitors must sign-in at the front office upon arrival on campus, and read and sign the visitor procedure sheet. If parents wish to visit the classroom they must make an appointment through the front office.

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

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

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

Field Trips

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

Student Deliveries

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

Personal Property/Lost And Found/Valuables/Toys

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

Written Complaint Procedures

Any individual, organization or agency ("complainant") may file a complaint with the Troup County School System Board of Education if that individual, organization or agency believes and alleges that a violation of a Federal statute or regulation that applies to a program under the Every Student Succeeds Act (ESSA) has occurred. The complaint must allege a violation that occurred not more than one (1) year prior to the date that the complaint is received, unless a longer period is reasonable because the violation is considered systemic or ongoing.

Federal Programs for Which Complaints Can Be Filed

1. Title I, Part A: Improving Basic Programs Operated by Local Educational Agencies
2. Title I, Part A: School Improvement Grants, referred to as 1003(a) and 1003(g)

3. Title I, Part C: Education of Migrant Children
4. Title I, Part D: Prevention and Intervention Programs for Children and Youth Who Are Neglected, Delinquent, or At-Risk
5. Title II, Part A: Supporting Effective Instruction
6. Title III, Part A: English Language Acquisition, Language Instruction for English Learners and Immigrant Students
7. Title IV, Part A: Student Support and Academic Enrichment
8. Title IV, Part B: 21st Century Community Learning Centers
9. Emergency Relief Funds CARES Act, CRRSA Act, ARP Act
10. Title IV, Part A: McKinney-Vento Homeless Assistance Act

GaDOE Online Complaint Link: [Complaint/Comment](#)

Parent’s Right to Request a Teacher’s and a Paraprofessional’s Qualifications

In accordance with Every Student Succeeds Act (ESSA) of 2015, all LEAs are required to notify parents at the beginning of each school year (or at the time of enrollment of the student) of their ‘Right to Know’ the professional qualifications of their student’s classroom teachers and paraprofessionals.

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

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

The Principal’s Name and Phone Number should be listed with the Right to Know

Teenage and Adult Driver Responsibility Act (TAADRA)

Students must request a **Certificate of School Enrollment** form from the school office in order to be eligible for a learner’s permit or a driver’s license. The school must certify that a student is enrolled in and not under expulsion from a public or private school.

Family Educational Rights and Privacy Act (FERPA)

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that the Troup County School System (TCSS), with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records. However, the TCSS may disclose appropriately designated “directory information” without written consent, unless you have advised the system to the contrary in accordance with system procedures. The primary purpose of directory information is to allow the TCSS to include this type of information from your child’s education records in certain school publications. Examples include:

- A playbill, showing your student’s role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local education agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses, and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want the TCSS to disclose directory information from your child's education records without your prior written consent, you must notify the principal in writing. Troup County Schools has designated the following information as directory information:

(Note: an LEA may, but does not have to, include all the information listed below.)

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation of officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended

These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the *No Child Left Behind Act of 2001* (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107), the legislation that provides funding for the Nation's **armed forces**.

Student Records

Board Policy: JR

It is the policy of the Board of Education that all employees shall comply with the requirements of the Family Educational Rights and Privacy Act (FERPA) and the Pupil Protection Rights Amendment (PPRA). The Superintendent shall implement procedures whereby every principal is directed to develop a means to notify, on an annual basis, students and parents, including non-English-speaking parents, of their rights under the FERPA and the PPRA, either by letter or through a student handbook distributed to each student in the school.

A. FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

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

With the exception of directory information as defined below, personally identifiable information will not be released by the school system from an education record without prior written consent

of the parent or eligible student, except where authorized by the regulations governing the FERPA. In accordance with the regulations, disclosures will be made to comply with state law, Internal Revenue Service laws and regulations, judicial orders or lawfully issued subpoenas, in which case a reasonable effort will be made to notify parents or students in advance of such disclosures, unless otherwise required by a judicial order or federal grand jury subpoena; to accrediting institutions to carry out their accrediting functions; to organizations conducting studies on behalf of the school system; or in connection with a health or safety emergency.

B. DIRECTORY INFORMATION

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

Information the Board of Education has designated "directory information" may be disclosed upon request unless a parent objects in writing to the principal of the school where his/her child is enrolled within a reasonable time after receipt of the notice as contained in the student handbook of the child's school. Directory information about former students will be disclosed upon request. However, disclosure of directory information as defined herein shall not be made in response to advertising, political or religious solicitations.

Directory information is defined as follows:

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

Excluded Student Information

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

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

C. Procedures for Obtaining Access to Student Records

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

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

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

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

D. PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

Definition of Terms Used in PPRA:

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

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

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

Requirements:

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

1. Political affiliations or beliefs of the student or the student's parent;
2. Mental or psychological problems of the student or the student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the student or student's parent; or

8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program), without prior written consent of the parent or eligible student.

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

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

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

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

Date Adopted: 7/1/2001

Last Revised: 12/15/2022

Guarantee of Receipt of Handbook

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