

Trion Elementary School

Faculty and Staff Handbook

2023 - 2024



919 Allgood Street, Suite 1

Trion, GA 30753

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Website: www.tes.trionschools.org

Facebook: @TrionElementarySchool

2023 - 2024 TES Faculty & Staff

Superintendent:

Dr. Phil Williams

Assistant Superintendent:

Dr. Howard Hughes

Principal:

Beth Pelham

Assistant Principal:

Christian Brock

Counselor:

Christy Brown

Pre-Kindergarten	Kindergarten	First Grade	Second Grade
Melissa Chamlee / Courtney Barnes Whitney Nix / Melissa Hankins Ashley Skelton / Kim Grogan Kayla Willingham/Brianna Stewart	Jessica Aycock / Ashley Smith Jessica Adams / Katelyn Woods Jessica Baker / Michelle Stone Mandy Lowe / Mallori Goodridge Tara Spraggins / Cindy Todd	Jennifer Gravley / Nicole Bierkamp Carolina Wright / Josie Maddux Jessie Human / Lindsey Crabtree Kasey Ramsey / Misty Miller Cindy Turpin / Lynn Adair	Mary Hampton Callie Helms Hayley Tanner Tristan Welch
Third Grade	Fourth Grade	Fifth Grade	
Kelly Railey Kim Payton Hannah Pledger Mollie Stamey Kristi Whitaker	Cheryl Blair Kristen Brown Stephanie Blackmon Amanda Coley	Christy Bowman Staci Corbin Alice Nixon Amy Stivers	
Student Support Services	Activity/Extremes Class	Other Services	Office Personnel
Jessica Bramlett (SS Director) Angie Bowman (Federal Programs) Rozellyn Evans (Psychometrist) Lauren Baker (Speech/Language) Jori Day (ESOL) Kim Klouda (ESOL) Joey Canada (Special Education) Megan Ray (Special Education) Rayven Lawrence (Special Education) Kayla Woods (Special Education) Haley Smith (Special Education) DeNeale Elrod (Special Education) Christina Neighbors (Secretary) Heather Stewart (Parent Mentor) Tina Blackwell (Paraprofessional) Elizabeth Broadrick (Parapro) Anita Murdock (Parapro)	Tina Lee (Music) Cheryl Lanham (STEAM Computers) Trish Wofford (STEAM Art) Alan Shepherd (PE) Miranda Turner (PE Parapro)	Dr. Howard Hughes (Technology) Payton Payne (Technology) Dr. Rebecca Cooper (Media) Abby Willingham (Media Parapro) Cheryl Jackson (Nurse) Kaitlyn Thrasher (Nursery) Gracie Tucker (Nursery)	Cathy Eversole (Bookkeeper) Amanda Burke (Admin Assistant) Angie Thomas (Family Engagement Specialist) Noemi Hernandez (Translator/Family Engagement)

The Vision of the Trion Elementary School:

Trion Elementary students will succeed in future educational endeavors in order to become contributing citizens and life-long learners.

The Mission of the Trion Elementary School:

Trion Elementary School, in partnership with families and the community, strives to provide a challenging and relevant education that builds a foundation to foster character, integrity, and academic potential in all students.

The *Trion City School System Employee Handbook* contains the policies, procedures, and responsibilities that guide our actions as we work with students, parents, colleagues, and the community. Our intent is for this handbook to be a valuable resource in helping you perform your job duties and responsibilities in a high-quality, professional manner. System policies may change periodically to align with changes in Georgia law and State Board of Education rules. Additional information is included in the Student Handbook as well.

A complete list of policies and procedures as adopted by the Trion City Board of Education is open for public inspection during regular school hours. Copies of the board policies are located in the superintendent's office, principal's office, and on the Trion City Schools website.

Discrimination Policy

Trion Elementary School does not discriminate between students or employees, either individually or collectively, in matters regarding **race, sex, religion, national origin, political or other social beliefs, or developmental challenges.**

Title II - Trion City Schools	706-734-2363
Title IX - Trion Elementary School	706-734-2363
Section 504/ADA - Trion City Schools	706-734-2363
Sports Gender Equity	706-734-7316

I. INTRODUCTION

Trion City Schools Mission Statement

Trion Elementary School Beliefs

We believe that...

- All students can learn, achieve, and succeed.
- A safe and secure environment is essential for teaching and learning.
- Teachers, staff, administration, students, parents, and the community share the responsibility for the support of the school's mission.
- Each student is a valued individual with unique physical, social, emotional, and intellectual needs.
- A student's self-esteem is enhanced by positive relationships and mutual respect among and between students and staff.
- Instructional practices should incorporate developmentally appropriate learning activities that take into account differences in learning styles.
- The learning process should include active engagements, challenging expectations, and appropriate opportunities for success.
- Technology prepares students to meet the challenges of an ever-changing world.

II. CERTIFIED PERSONNEL JOB DESCRIPTION & GUIDELINES

Education

Bachelor's degree, Master's degree preferred: T4, T5, T6 certificate in appropriate teaching field

Teacher Evaluation

All teacher evaluations will be based on the Teacher Keys Effectiveness System (TKES) in accordance with the Official Code of Georgia 20-2-210.

TKES Performance Standards

1. Professional Knowledge:
The teacher demonstrates an understanding of the curriculum, subject content, pedagogical knowledge, and the needs of students by providing relevant learning experiences.
2. Instructional Planning:
The teacher plans using state and local school district curricula and standards, effective strategies, resources, and data to address the differentiated needs of all students.
3. Instructional Strategies:
The teacher promotes student learning by using research-based instructional strategies relevant to the content to engage students in active learning and to facilitate the students' acquisition of key knowledge and skills.
4. Differentiated Instruction:
The teacher challenges and supports each student's learning by providing appropriate content and developing skills which address individual learning differences.
5. Assessment Strategies:
The teacher systematically chooses a variety of diagnostic, formative, and summative assessment strategies and instruments that are valid and appropriate for the content and student population.
6. Assessment Uses:
The teacher systematically gathers, analyzes, and uses relevant data to measure student progress, to inform instructional content, and delivery methods, and to provide timely and constructive feedback to both students and parents.
7. Positive Learning Environment:
The teacher provides a well-managed, safe, and orderly environment that is conducive to learning and encourages respect

- for all.
8. Academically Challenging Environment:
The teacher creates a student-centered, academic environment in which teaching and learning occur at high levels and students are self-directed learners.
 9. Professionalism:
The teacher exhibits a commitment to professional ethics and the school's mission, participates in professional growth opportunities to support student learning, and contributes to the profession.
 10. Communication:
The teacher communicates effectively with students, parents or guardians, district and school personnel, and other stakeholders in ways that enhance student learning.

III. OTHER DUTIES & RESPONSIBILITIES

Professional Guidelines

1. Follow the proper chain of command for problems that arise in school. Take problems to the principal first for corrective actions.
2. Channel all official school business through the office to the administration.
3. Work cooperatively and respectfully with the administration and other staff members in matters affecting the program of the school. Gossip and murmurings have no place in a professional institution.
4. Seek assistance in problems of instruction and student behavior from the administration, colleagues, and professional consultants.
5. Be punctual and prepared on school days and professional learning days. Do not leave the school during work hours without first making arrangements with the administration. Always sign in and sign out in the office.
6. Set an example of high moral and ethical

- standards.
7. Gain control of the classroom and assume responsibility for equipment and facilities under your care.
 8. Monitor students at all times.
 9. Please be cognizant of anything posted on social media. Remember that you represent Trion City Schools.

Social Media

[Senate Bill 93](#)

State employees are restricted from installing, using or visiting, on state equipment a social media platform that is controlled or influenced by a foreign adversary.

Professional Dress Code

Trion City Schools expects all employees to dress in a professional manner. The school system has high standards concerning dress code and personal appearance, as this is an important element of providing a good impression to students, parents, and all stakeholders. Dress should be appropriate for the teaching or staff position, as determined by the administration. Piercings, body art, hairstyles, or other adornments that are not conducive to a positive learning environment, or causes a disruption to the educational environment, are not permitted. Employee dress and personal appearance while on the job at Trion City Schools, and while representing the school system in connected activities, should reflect dignity and pride in our school.

Jeans are only permitted on Fridays, special events such as field trips, and administratively approved days. Pants should not be ripped or have holes. Shorts are only permitted for field trips. Tight-fitting "yoga" or exercise-type pants should not be worn. Leggings are not permitted unless covered by a dress tunic-style top that is long enough to be worn without leggings. Dresses should be an appropriate length. Tank tops should not be worn.

Student Supervision and Duty Rosters

For the safety and well-being of students, proper supervision is crucial. A duty roster is developed each year indicating teacher and paraprofessional responsibilities. It is the responsibility of each

staff member to be aware of his/her assigned location and time. If the staff member is unable to fulfill the duty, it is his/her responsibility to arrange for coverage. Morning duty for teachers begins at 7:30 each morning; afternoon duty begins immediately after dismissal.

Students should always be supervised during class transitions. Teachers are to be at the classroom door during transitions or escort students to their next class (PE, Computers, Art, Music, etc.)

Daily Information

1. Teachers are required to be on duty for the work hours of 7:45 am - 3:45 pm. Teachers MUST be present in the classroom no later than 7:45. Tardies will result in administrative action. Teachers are responsible for keeping up with their duty schedule to ensure student supervision.
2. Teachers will follow a duty schedule for student supervision in the hallway for 7:30-7:45. Monitors MUST be present on the hallway for active supervision no later than 7:45. Tardies will result in administrative action.
3. Paraprofessionals are required to be on duty for the work hours as assigned (7:30-3:30 or 8:00-4:00).
4. Student dismissal times:
 - a. PK 2:10
 - b. K-2 2:30
 - c. 3-5 2:55
5. Following dismissal of students and fulfillment of any assigned afternoon duties, staff must use the time in a professional manner such as lesson planning, team/committee meetings, parent conferences, etc.
6. Wear ID badge daily and take key/fob during transition times. Notify Howard Hughes immediately if the entry fob has been misplaced.
7. Staff members who would like to vote early for elections may do so, but must give administration prior notice.

Breakfast and Lunch

Teachers are responsible for communicating

behavior expectations in the cafeteria. (*See PAWS cafeteria behavior expectations chart included in this document.) Teachers will accompany their students to the cafeteria to provide additional support and enforce behavior expectations for the first two weeks of school, as well as any time after that on an as-needed basis.

Breakfast Prices:

- Reduced - \$0
- Student - \$1.50
- Adult - \$2.25

Lunch Prices:

- Reduced - \$0
- Student (Prek-5th) - \$2.50
- Student (MS) - \$2.65
- Student (HS) - \$2.70
- Adult - \$3.75

TCS Cafeteria Charge Policy

Students and adults will have an account with Trion School Cafeteria so they may deposit money by cash or check or through MySchoolBucks.com, as often as needed in order to pay for their meal or a la carte purchases. There will be no maximum or minimum deposit amount. The deposit should be placed in an envelope with the name, account number, amount, and either cash or check written on the envelope. The deposit may be turned in to the cafeteria manager or a cashier, the school office, or placed in the lock box outside the cafeteria entrances. These boxes will be checked daily during school so the money can be credited to the account. The cafeteria will keep the deposit envelopes for reference for at least 90 days. Once money is deposited into the account, the student cannot withdraw this money. Parents can request a refund in writing or in person. A link to the MySchoolBucks.com website is on the Trion City Schools web page so that account balances and purchases may be checked or deposits made. MySchool Bucks does charge for transactions.

Adults charging meals should not exceed more than \$20.00. Letters concerning negative

balances will also be sent out to adults. Adult accounts can be created by the cafeteria manager, if one does not already exist. However, an account is not necessary to make a purchase in the cafeteria.

Any questions can be directed to Ericka Young, Nutrition Manager of Trion City Schools, at 706-734-2638 or email ericka.young@trionschools.org.

First Period/Homeroom Responsibilities

1. Be in the classroom by 7:45 am each morning and prepare for the class.
2. Post student attendance on PowerSchool by 8:15 am.
3. At 8:00 daily, watch the **Bulldog Beat** with your class for important information and announcements.
4. Check for any absentee notes from students and submit them to the office with the student name and homeroom.
5. Ensure lunch money and ASP money are submitted to the proper departments.
6. Collect and receipt other monies and submit them to the office with a complete "Money Verification Form".
7. Keep accurate documentation regarding field trips, t-shirt sales, etc.

Fundraisers

All fundraisers must be approved by the administration and the board. School personnel must not advertise via email, etc. any fundraisers that do not pertain to Trion City Schools and have not received approval.

Faculty Meetings

Each Wednesday afternoon is to be reserved for possible faculty meetings. Meetings are called on an as-needed basis. Teachers are expected to be present and on time to all faculty meetings. Any reason for not attending a faculty meeting or leaving a meeting early must be cleared by the principal prior to the meeting time and arrangements made to receive missed information.

IV. INSTRUCTIONAL PRACTICES

Curriculum

Trion Elementary School follows the state adopted and approved curriculum. For all subjects the curriculum followed is the Georgia Standards of Excellence (GSE). Trion Elementary School utilizes instructional strategies that optimize teacher and student interactions, student practice of tasks, and assessments of understanding.

Instruction

It is the expectation that teachers should utilize active engagement teaching strategies. There should be a balance with the following instructional strategies:

- Technology integration
- Hands on learning with manipulatives
- Whole group instruction
- Small group differentiated instruction
- Project based learning tasks
- Paper pencil assignments

Teachers will utilize the following research-based instructional resources with fidelity.

Math

- Eureka Math (Tier 1)
- Numeracy Project (Tier 2 and 3)
- Number Talks

Reading/ELA

- Houghton Mifflin Harcourt Program (Tier 1)
- Foundations Phonics Program (Tier 1)
- Heggerty
- Orton Gillingham (Tier 2 and 3)

Web Based Resources

The following web-based instructional resources have been purchased by Trion Elementary School and should be utilized in balance with hands-on learning tasks, whole group and small group instruction, and project-based assignments.

Lesson Plans

It is the responsibility of the teacher to submit lesson plans to administration electronically by Monday morning of each week (email, share in

Drive, etc).

Lesson plans will be monitored through TKES evaluations and should include the following documentation:

- Curriculum standard being taught
- Learning Target or Essential Question
- Differentiation of instruction to meet and challenge all students at their learning level
- Assessment of student learning (formative and summative)

**K-2nd grade teachers teaching all content areas are only required to provide this documentation in the areas of ELA/reading and math.*

STEAM & Extremes

Our STEAM Team works diligently to provide our students with hands-on meaningful projects and tasks that incorporate science, technology, engineering, art, and math. This program continues to grow with exciting opportunities for our students and our school.

Our extreme class times are:

Kindergarten	1:05-1:55
First Grade	12:15-1:05
Second Grade	11:25-12:15
Third Grade	2:05-2:55
Fourth Grade	8:50-9:40
Fifth Grade	9:40-10:30

WIN Time

What I Need Time is noted on the school's master schedule. Teachers will utilize this time 2-3 days per week to provide additional reading and math support in an effort to provide individualized instruction to students in need.

Data Analysis Procedures

- **MAP** - Following each administration of the MAP assessment, teachers will meet as a team to disaggregate the data and plan accordingly for differentiated and targeted instruction.
- **MTSS** - Teachers will meet monthly for MTSS purposes during Professional Learning Communities. Current student data will be utilized to track student

progress and target learning gaps through the use of differentiated instruction and research-based interventions.

Extended Learning Time

Teachers will identify students performing below grade level in reading and math based on MAP, Milestones, and other assessment data. Teachers will provide additional academic support to these students before or after school through the utilization of Compass, Headsprouts, Study Island, and other research-based resources.

Assessments

Teachers will utilize a variety of formal and informal assessments for student learning. Assessments include:

- MAP (three times per year)
- Georgia Milestones (Grades 3rd-5th)
- Phonics Inventory
- Dyslexia Screener
- DRA (at-risk students)
- Sight Words

Promotion/Retention Guidelines

- **Grades K-2:** In order to be promoted, a student must meet or exceed minimal grade level standards on benchmark assessments, as well as pass with a grade of 70 or higher in both reading and math for the year.
- **Grades 3-5:** In order to be promoted, a student must pass with a grade of 70 or higher in both reading and math for the year. In addition, students must pass for the year with a grade of 70 or higher in two of the three subjects of social studies, science, and language arts. State promotion criteria must also be met.
- **In grades 3 and 5,** students must meet minimal Georgia Milestones Assessment score requirements.

Students at risk of retention for academic reasons should be progress monitored through the MTSS process.

**The possibility of retention must be formally documented and communicated to parents and administration through a parent conference by February of each school year.*

with the students.

PAWS Behavior Expectations and Incentives

TES PAWS behavior expectations will be taught and enforced schoolwide. (*See PAWS behavior expectations and charts included in this document.)

Behavior incentives include PAWS chart parties, Positive Office Referrals, Student of the Month, and Character Education Pep Rallies.

- **PAWS Chart Parties** - Students may earn checkmarks on their class PAWS chart by meeting or exceeding behavior expectations. Once the PAWS chart is filled, teachers may have a class celebration. Celebration reward ideas include, but are not limited to extended recess, bringing a toy to school, an ice cream party, watching a movie, etc.
- **Positive Office Referrals** - At the discretion of the teacher, students may be sent to the office to be recognized for outstanding behavior. The student will receive a special treat and have their picture taken with an administrator.
- **Student of the Month** - Our counselor, Mrs. Christy Brown, will determine a character word of focus each month. Teachers will select a student that has consistently demonstrated that character word. The student will be recognized at our Character Ed Pep Rally and will receive a certificate.
- **Character Education Pep Rallies** - Character Education Pep Rallies will be held quarterly during normal extremes class times. During these grade-level pep rallies, our student of the month will be recognized. We will also teach character education concepts and expectations, as well as play games and special activities

V. COMMUNICATION

Bulldog Beat

The Bulldog Beat is a student-led news show that is aired daily under the direction of Tina Lee and Cheryl Lanham. It is the expectation that all students and staff watch the Bulldog Beat each morning at 8:00 for important announcements and information.

If you would like to make a schoolwide announcement, please contact Cheryl Lanham or Tina Lee 24 hours prior to the announcement date.

Data Digs

We will have three Data Digs per year. Data Digs are designed for teachers to share current academic data with families, as well as games and activities that parents can support student learning at home. Teachers will present reading and/or math data in the form of a bar graph. They will also provide a skill-related activity that will impact student growth in the specific content area of reading and/or math.

Class Dojo

Trion Elementary School is a ClassDojo school. This is our primary platform for parent and family communication. Teachers are expected to utilize ClassDojo to connect with families in order to share information regarding learning, progress, assignments, behavior, and special events in a consistent and timely manner.

TES Arrival and Dismissal Information

<i>Grade Level</i>	<i>Arrival</i>	<i>Dismissal</i>
PreK	• Drop-Off in the front of the school 7:00-7:30, or 7:30 at the PreK awning • No drop-offs are allowed at the PreK awning prior to 7:30	• 2:10 • Pick up at PreK awning • Place name tag on rear view mirror
Kindergarten	• Drop-Off is in the front of the school from 7:00-7:55, or at the end of the K-1 hall from 7:30-7:55. • No drop-offs are allowed at the end of the hallway before 7:30.	• Pick-Up is at 2:30 in the front of the school. • Place name tag on rear view mirror
First Grade	• Drop-Off is in the front of the school from 7:00-7:55, or at the end of the K-1 hall from 7:30-7:55. • No drop-offs are allowed at the end of the hallway prior to 7:30.	• Pick-Up is at 2:30 at the end of the K-1 hall. • Left side awning • Please come around the High School and get in the far right lane • Place name tag on rear view mirror
Second Grade	• Drop-Off is in the front of the school from 7:00-7:55, or at the end of the K-1 hall from 7:30-7:55. • No drop-offs are allowed at the end of the hallway prior to 7:30.	• Pick-Up is at 2:30 at the end of the 2-3 hall. • Right side awning • Please utilize the Cemetery Hill/Sue Hayes Lane entrance • Place name tag on rear view mirror
Third Grade	• Drop-Off is in the front of the school from 7:00-7:55, or at the end of the 2-3 hall from 7:30-7:55. • No drop-offs are allowed at the end of the hallway prior to 7:30.	• Pick-Up at 2:55 at the end of the 2-3 hall. • Place name tag on rear view mirror
Fourth Grade & Fifth Grade	• Drop-Off in front of the elementary school from 7:00-7:55.	• Pick-Up is at 2:55 in the front of the school. • Place name tag on rear view mirror

Internet Acceptable Use Policy

The Trion Board of Education recognizes the importance of increased access to advanced technology for students and staff. The Internet is an electronic communications network of computers throughout the world, which provides vast, diverse, and unique resources.

I. Purpose

The goal of providing Internet service to staff and students is to facilitate communications and research by providing access to an electronic depository of information for instructional purposes.

II. Proper and Ethical Use

1. Transmission of any material in violation of United States or state law is prohibited. This includes but is not limited to, copyrighted material, threatening or obscene material, or material protected by patent.
2. Use of the Internet by a student or staff member must be in support of and consistent with the education objectives of the Trion City School System.

III. Improper and Unethical Use

Some specific improper uses of the Internet include, but are not limited to the following:

1. Sending or displaying offensive messages or pictures
2. Using obscene language
3. Harassing, insulting, or attacking others
4. Damaging computers, computer systems, or computer networks
5. Violating copyright laws
6. Using passwords of others
7. Trespassing in others' folders, documents, or files
8. Intentionally wasting limited resources
9. Employing the network for commercial or political purposes
10. Downloading any computer programs without prior approval
11. Violating regulations prescribed by the Trion City School policy

Inappropriate behaviors will be reported to school principals who will take appropriate disciplinary action. Violations may result in a loss of access and/or disciplinary actions. When applicable, law enforcement agencies may be involved.

IV. Procedures for Use

1. Agreement forms for using Internet services must be completed by students and staff members according to school guidelines. Agreement forms are available at the school level.
2. Student users must get permission from a teacher or media specialist before requesting time to use the Internet station.

V. Title XVII - Children's Internet Protection Act

1. In order to ensure that the students and staff at Trion City Schools are not exposed to unacceptable material that is available on the Internet, the school will employ an Internet filtering system. In accordance with Title XVII Children's Internet Protection Act, Trion City Schools will actively strive to prevent access to websites that contain obscenities, child pornography, other forms of pornography, or materials or information that could be harmful to the health and well-being of our students.
2. Additional specifics and clarification relation to CIPA
 - a. Access by minors to inappropriate matters on the Internet and World Wide Web.
A web filter is in place to block access to inappropriate web content.
A spam filter is in place to prevent incoming email from delivering inappropriate spam, and malicious software.
 - b. The safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications.

A filter appliance is in place to block access to specific chat tools such as AIM, ICQ, and etc.

The school system recognizes that due to the rapid changing world of internet-based technologies, the involvement of the school system staff is required in order to monitor and police the use of the internet by students. School system staff is committed to remaining actively involved with its students and their internet usage in order to ensure that internet access is used in an appropriate manner.

A filtering appliance is in place to block access to inappropriate websites.

A filtering appliance is in place to block inappropriate email that could potentially be delivered to the school.

- c. Unauthorized access, including so-called "hacking," and other unlawful activities by minors online.

The school system is committed to ensuring that appropriate security is in place to prevent unauthorized access to computers.

Filtering appliances are in place to prevent unauthorized access to inappropriate websites, applications, and ports.

Additional details are addressed in the school system's acceptable use policy.

- d. Unauthorized disclosure, use and dissemination of personal information regarding minors

Students are not to disclose any personal information with regard to themselves, or any other individual with prior approval from an appropriate staff member of the Trion City School system.

- e. Measures designed to restrict minors' access to materials harmful to minors

The school system will continue to provide tools such as firewalls, filters, and management utilities, which will prevent access by minors to materials, which may be considered harmful.

TRION CITY SCHOOLS
MONEY VERIFICATION SHEET

DATE _____ ACCOUNT/TAG _____

REVENUE CODE _____

EMPLOYEE SIGNATURE _____

PURPOSE OF FUNDS _____

DENOMINATION	AMOUNT		OTHER INFORMATION
PENNIES			
NICKELS			
DIMES			
QUARTERS			
ONE DOLLAR			
FIVE DOLLARS			
TEN DOLLARS			
TWENTY DOLLARS			
FIFTY DOLLARS			
HUNDRED DOLLARS			
OTHER			
TOTAL CASH			
TOTAL CHECKS			
GRAND TOTAL			

_____ All receipts have been included and equal the grand total.
Employee's Initials

_____ Under \$5 collection requires Roster Checklist with receipt for Grand Total.
Employee's Initials

**TRION ELEMENTARY SCHOOL
REQUEST FOR ADMINISTRATIVE APPROVAL
OF FUNDRAISING PROJECT**

Name of School: _____

Requested By: _____

Name of Organization

Description of Project:

A. Selling Project ()

Sale Item _____

Vendor _____

Quantity to be Sold _____ Sale Price Per Unit _____

Expected Profit _____

B. Other Type Project ()

Briefly Describe: _____

Date of Project: Beginning _____ Ending _____

Purpose of Project: _____

Requested By: _____

Faculty Advisor

Date of Request: _____

Approval _____

Principal

Date of Approval

Field Trip Preparation List

Grade Level _____

Date of Trip _____

Destination _____

- ____ 1. Check availability of bus with Sally Bohanon
- ____ 2. Field Trip Request/Bus Request – turn in to Mrs. Pelham
- ____ 3. Cost Analysis Form – turn in to Mrs. Pelham
- ____ 4. Complete the Parent Permission form (Put map and directions on back of the parent information letter) – turn in a copy to Amanda Burke
- ____ 5. Notify cafeteria of the field trip date (1 week prior)
- ____ 6. Turn in lunch list and numbers with milk preference to cafeteria (2 -3 days prior to field trip)
- ____ 7. Requisition for field trip: form must include **who, what, and where** (yellow form)
- ____ 8. Requisition for bus driver(s): each bus driver needs to be on a separate form: form must include **who, what, and where** (yellow form)
- ____ 9. Pick up check for field trip from Cathy Eversole on the day of field trip
- ____ 10. Find available boxes for student lunches
- ____ 11. See Cathy Eversole for coolers
- ____ 12. First Aid Kit
- ____ 13. Medication for specific students
- ____ 14. Parent sign-out sheet – get from Amanda Burke
- ____ 15. Clean and dry cooler, then return to Cathy Eversole
- ____ 16. Return completed check off list and field trip receipt to Cathy Eversole

Trion Elementary School
Field Trip Cost Analysis

This form is to accompany "Field Trip Request Form" before approval is given.

Date of Trip: -----

Destination(s): ----- 1

Group Name: -----

Number of Students: -----

	Expenses
1 Total Cost of Activities/Events: ----- 1	2
2 Fuel Charge (\$1.00/student): -----	
3 Insurance Charge(\$1.00/student): -----	
4 Other (Describe): -----	

Bus Driver Expense

5 Driver 1 # hrs:	0	\$10.00 per hour
6 Driver 2 # hrs:	0	\$10.00 per hour
7 Substitute Teacher (if TES teacher is driving a bus) see Mandy	0	Sub Name: _____

(Include faculty/staff drivers IF a substitute teacher will be employed to fulfill teaching duties.)

Name of Driver #1: _____

Name of Driver #2: _____

Bus driver signature at time of payment in office

Grand Total of Expenses: _____

Cost Per Student: _____

(Rounded up to nearest whole dollar)

Signature of FT Coordinating Teacher: _____

Approved	Signature of Principal
Denied	Signature of Principal
Reason for Denial: _____	

BUS NUMBER ASSIGNED: _____

2023 - 2024 Field Trip and Bus Request Form Trion City Schools

Name of person making request: _____

Name of group attending trip: _____

Date of *trip*: _____ Date of *request*: _____

Destination: _____

Time of departure: _____ Time of return: _____

Number of buses/type requested: _____ Approx. # of Students: _____

Ending odometer reading: _____

Beginning odometer reading: _____

Miles traveled: _____

*It is mandatory that the
Pre-Trip/Post-Trip Inspection
Form be completed PRIOR TO
DEPARTURE by the BUS
DRIVER!*

DEPARTURE Fuel: $\frac{1}{4}$ $\frac{1}{2}$ $\frac{3}{4}$ Full DEF FLUID _____

UPON RETURN Fuel: $\frac{1}{4}$ $\frac{1}{2}$ $\frac{3}{4}$ Full DEF FLUID _____

ONLY Jimmy Prince is allowed to add DEF FLUID.

Name of driver(s): _____

PROCEDURE:

- (1) **CHECK THE MASTER CALENDAR** to be sure this date is available.
- (2) **CHECK BUS AVAILABILITY** with Mr. Blevins.
- (3) Fill out "Field Trip and Bus Request Form" completely.
- (4) Get signed approval from your principal on this form.
- (5) Place your **COMPLETED** form in Mr. Blevins' mailbox in the middle or high school office.
- (6) Notify the teachers, the office, **and the cafeteria** that students are going on the trip.
- (7) REMIND YOUR BUS DRIVERS **THEY** ARE RESPONSIBLE FOR FUELING THE BUS PRIOR TO DEPARTURE AND CHECKING DEF FLUID.
- (7) Complete an "Expenditure Form" for bus drivers to be paid and give to your principal.

****You must remove all trash from the bus when you arrive back at school!***

****AS SOON AS YOU RETURN TO THE SCHOOL, the board and keys must be returned to Mrs. Bohannon's office. If you are unable to get in the building, the keys must be returned by 7:15 am. Please do not leave these items on the bus or in your room until your planning period. Others will be waiting on the keys to leave or fuel the bus. If you must leave the keys on the bus, or take home, contact Mrs. Bohannon so she knows where the keys are located. Her cell number is 706-859-2558.**

Approval of principal: _____

Approval of superintendent: (only if overnight) _____

2023 - 2024
Field Trip Permission Form
Trion Elementary School
919 Allgood Street, Ste. 1
Trion, GA 30753
734-2991

To: Parents/Guardians of _____ Grade: _____
Trion Elementary is planning a field trip involving your child. The trip will be educational or incentive in nature, will be well supervised, and transportation will be by school bus. Your child must complete the planned activities in order to receive attendance and/or academic credit.

Trip Destination: _____

Trip Date: _____ Departure Time: _____ Return Time: _____

Total cost of trip per child: _____

Special Comments about this trip: We are still attempting to keep COVID numbers low so **only** Trion Elementary students will be able to attend the play. We hope to plan another trip off campus at a later date that parents may attend.

Please send \$ _____ with this slip. Checks are preferred. Make checks payable to Trion Elementary School and include your child's name in the "note" section of your check.

Note: Your student's lunch account will be charged, and a sack lunch will be provided for your student for any of the following reasons: (1) Cafeteria lunch indicated below, (2) No lunch choice is indicated, (3) No lunch is brought from home on the day of the trip.

Parents/guardians, please complete the section below, cut at the dashed line, and return to your child's teacher by: _____.

Child's Name: _____ Grade: _____

Trip Destination: _____

Check all appropriate lines:

_____ I give permission for my child to go on the field trip.

_____ My child will eat a sack lunch from the cafeteria. Lunch #: _____ Milk Choice: _____

_____ My child will bring a lunch from home.

_____ My child cannot go on the field trip. Please arrange for him/her to stay at the school and complete alternative assignments during the trip.

_____ My child will be signed out from the field trip by _____.

I understand that during the trip my child will be subject to the policies, rules, and regulations of the school and Board of Education.

Parent/Guardian Signature: _____ Date: _____

Escuela Primaria de Trion Forma de Premiso de Paseo

Fecha de hoy: _____

Para: Padres/Guardianes de _____ Grado: _____

La Escuela Primaria de Trion está planeando un paseo con su hijo. El paseo será educativo, estará supervisado, y el transporte será en autobús escolar. **Su hijo tiene que completar las actividades previstas con el fin de recibir asistencia y/o créditos académicos.**

Destino de paseo: _____

Fecha de paseo: _____ Horario de ida: _____ Horario de regreso: _____

Costo total de viaje por niño: _____

Adultos están bienvenidos a encontrarse con su hijo a la local del paseo. El costo por adulto es \$_____ si paga por la escuela entre con estudiantes de TES.

Comentarios especiales de este paseo: _____

Nota: La cuenta del almuerzo de su estudiante será cobrado, y una bolsa de almuerzo será proporcionado para su estudiante por cualquiera de la siguientes razones:(1) almuerzo de la cafetería es indicado a continuación (2) Ninguna opción para el almuerzo es indicado (3) No trae un almuerzo de casa la fecha del paseo.

Padres/Guardianes, por favor complete la siguiente sección, corte la línea de puntos, y devolver al maestro de su hijo/a: _____

Nombre de niño: _____

Grado: _____

Destino de paseo: _____

Subraye todas las líneas apropiadas:

_____ Yo doy permiso a mi hijo/a de ir al paseo.

_____ Mi hijo/a comerá almuerzo de la cafetería. Numero de almuerzo #: _____ Selección de Leche: _____

_____ Mi hijo/a traerá un almuerzo de casa.

_____ Mi hijo/a será recogido del paseo por: _____

_____ Mi hijo/a no podrá asistir el paseo. Por favor, organicé que él/ella se quede en la escuela y complete asignaciones alternativas durante el paseo.

PAGOS: Estudiante \$_____ + Adultos Adicionales: _____ (numero) x \$_____ = _____ costo total

Por favor mande costo total con esta hoja. Haga cheques pagables a **Trion Elementary School**.

Yo entiendo que durante el paseo mi hijo/a estará sujeto a las políticas, normas y reglamentos de la escuela y el consejo de educación.

Firma de Padre/ Guardián: _____ Fecha: _____

(Please fill out regardless of reason for full day or ½ day absences.)

Superintendent signature: _____ Date: _____

TES TEAM MEETING DOCUMENTATION



Date: _____

Group: _____

Focus Of Meeting: _____

Minutes: _____

Action Plan/ Next Steps: _____

Next Planned Meeting: _____

Signatures of Attendees: _____

Trion Elementary School
Parent Conference Form (Tier 2)

Student's Name: _____ Grade Level/Teacher: _____ Date: _____

I. Classroom Grade

Area	Grade	Comments/Concerns
Reading		
Language Arts		
Math		
Science		
Social Studies		

II. Most recent classroom assessment scores:

Assessment Tool	Score	Benchmark	Date Administered	Comments
DRA				
Sight words				
Informal Phonics Inventory				
MAP Reading				
MAP Language				
MAP Math				
Milestones ELA				
Milestones Math				
Milestones Science				
Other				

III. Concerns:

Discussion of concerns: _____

IV. Plan:

Teacher responsibilities: _____

Parent/guardian responsibilities: _____

Student responsibilities: _____

V. Signatures / Titles: _____

TRION ELEMENTARY SCHOOL
REQUISITION OF FUNDS

DATE_____

PURCHASE ORDER NO._____
(OFFICE USE ONLY)

REQUESTING STAFF MEMBER_____
GRADE LEVEL_____

ACCOUNT_____
(OFFICE USE ONLY)

VENDOR_____
ADDRESS_____
ADDRESS_____
PHONE NUMBER_____
FAX NUMBER_____
CONTACT_____
WEBSITE_____

SHIP TO: TRION ELEMENTARY SCHOOL
919 ALLGOOD STREET SUITE 1
TRION, GEORGIA 30753
ATTENTION_____
PHONE NUMBER 706-734-2991
FAX NUMBER 706-734-7549

QUANTITY	ITEM NUMBER	DESCRIPTION	UNIT PRICE	TOTAL PRICE
		PURPOSE OF REQUESTED ITEMS (REQUIRED FOR APPROVAL)	SUB-TOTAL	
				TAX EXEMPT
			SHIPPING & HANDLING	
			TOTAL	

APPROVED BY_____

NOT APPROVED BY_____

Trion City Schools Discipline Referral Form

2023 - 2024

Student Name:

Student Number:

Grade:

Referred By:

Location of Incident:

Date/Time of Incident:

Event Identifier: (Use when multiple students are involved in the same incident):

INCIDENT CODES: Indicate Severity Level 1, 2, or 3 on line provided

01 Alcohol	17.02 False Fire Alarm	31 OTHER-Dress Code Violation
02 Arson	18 Tobacco	32 Academic Dishonesty
03 Battery	19 Trespassing	33 OTHER-Student Incivility
03.01 Violence on Staff	20 Vandalism	33.01 Disruption Ed Process
03.02 Violence on Student	20.01 Destruction of Property	33.02 Unprepared for Class
03.03 Physically Aggressive	22 Weapons-Knife	33.03 Violation Teacher/Class Rules
03.04 Pushing/Shoving	23 Weapons-Other	33.04 Not Following Directions
04 Burglary	24 Other	33.05 Exceed Classroom Disc Plan
05 Computer Trespass	24.01 Driving/Parking Violation	33.06 Uncooperative
06 Disorderly Conduct	25 Weapons-Handgun	33.07 Defiance
07 Drugs	26 Weapons-Rifle/Shotgun	33.08 Disrespectful
08 Fighting	27 Serious Bodily Injury	33.09 Arguing with Student
09 Homicide	28 Other Firearms	33.10 Inappropriate Behavior
10 Kidnapping	29 Bullying	33.11 Dishonesty
11 Larceny/Theft	30 OTHER-Attendance	33.12 Horseplay
11.01 Stealing-Minor	30.01 Excessive Tardies to Class	33.13 Profanity/Vulgar Gesture
12 Motor Vehicle Theft	30.02 Excessive Tardies to School	33.14 Harassment
13 Robbery	30.03 Excessive Unexcused Absences	33.15 Gambling
14 Sexual Battery	30.04 Skipping Class	34 OTHER-Possess Unapproved Item
15 Sexual Harassment	30.05 Skipping School	34.01 Cell Phone
16 Sex Offenses	30.06 Skipping Detention/Mandatory	34.02 Chewing Gum
16.01 Inapprop Display of Affection	30.07 Leaving School w/o Permission	35 Gang Related
17 Threat/Intimidation	30.08 Out of Assigned Area	36 Repeated Offenses
17.01 Threatening Staff	30.09 Leaving Class w/o Permission	40 Other (Only for Physical Restraint)

INCIDENT COMMENTS:

ACTION CODES:

02 Detention (2 or More Days)	61 *Assigned to Alt School	80.06 Suspend Computer Privileges
02.01 After School Detention	62 Assigned to Other Alt School	80.07 Suspend Break Privileges
02.02 Work Before School	63 Assigned to Alt School by Judge	80.08 Restitution
02.03 Work After School	70 Juvenile/Court Referral	80.09 Written Assignment
10 Corporal Punishment	80 Other Action for State Incident	80.10 Eat Lunch in Designated Area
20 In School Suspension (ISS)	80.01 Conference with Admin	80.11 Other for Non-State Incident
20.01 Time Out	80.02 Parent Conference	90 Removed from Class
30 *Out of School Suspension (OSS)	80.03 Letter to Parent	95 Physical Restraint (Only w/Act 40)
40 *Expelled	80.04 Reprimand/Warning	
50 Bus Suspension	80.05 Suspend Driving/Parking	

Action Begin Date:

Action End Date:

Total Days Assigned (If Applicable):

*If Action Code 30 (Greater than 10 days), 40; or 61 enter Discipline Process 1-Tribunal; 2-Waiver; or 3-Neither

*If Action Code 30 or 40 did student receive services?

Yes

No

ACTION COMMENTS:

Teacher Signature:

Date:

Student Signature:

Date:

Parent Signature:

Date:

Administrator Signature:

Date:

Trion Elementary

 **P**ositive Attitude

 **A**ccept Responsibility

 **W**ork Hard

 **S**erve Others



Trion Elementary



Positive Attitude



Accept Responsibility



Work Hard



Serve Others

[illegible]



TES CAFETERIA EXPECTATIONS



**POSITIVE
ATTITUDE!**

**ACCCEPT
RESPONSIBILITY!**

**WORK
HARD!**

**SERVE
OTHERS!**

Enter the
cafeteria
quietly.

Stay in a straight
line until you are
served.

Keep your table
and area clean.

Return trays and
silverware to the
correct location.

Stay seated.

Talk using
an
appropriate
noise level.

Keep hands
and feet to
yourself.

Tell the
cafeteria
ladies and
custodians,
“Thank
you!”

BE A TRION BULLDOG!



TES PLAYGROUND EXPECTATIONS



**POSITIVE
ATTITUDE!**

**ACCCEPT
RESPONSIBILITY!**

**WORK
HARD!**

**SERVE
OTHERS!**

Show good
sportsmanship.
Include
others in games.
Have fun!

Play safely.
Keep hands and feet
to yourself.
Stay within play
area boundaries.

Complete all
classwork
assignments
to enjoy the
privilege of
recess.

Ask a new
friend to
play.
Share and
take turns.
Be kind!

BE A TRION BULLDOG!



TES RESTROOM EXPECTATIONS



**POSITIVE
ATTITUDE!**

**ACCEPT
RESPONSIBILITY!**

**WORK
HARD!**

**SERVE
OTHERS!**

Ask teacher
permission
before coming to
the restroom.

Allow for
privacy.

Use the restroom
quickly and
quietly.

Flush the toilet.

Wash your hands.

Keep the
restroom
clean.

Keep hands
and feet to
yourself.

No
horseplay.

Quickly
return to
class.

BE A TRION BULLDOG!