

**TRION MIDDLE SCHOOL**  
2025–2026



**STUDENT  
HANDBOOK**

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**BUILDING CHAMPIONS FOR LIFE**

## **Trion Middle School**

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## **Contents**

<b>Trion Middle School Honor Code Statement</b>	<b>5</b>
Trion Middle School Mission Statement	6
<b>Trion Middle School Vision Statement</b>	<b>6</b>
Trion Middle School Beliefs	6
School Objectives	6
Concerning This Handbook	7
Middle School Bell Schedule	8
Closed Campus	8
Media Center	8
Cafeteria	8
Teachers As Advisors (TAA)	8
Attendance	8
Absence Notes	9
Tardy To School	10
Check out Notes	10
Illness Prevention	10
Illness At School	10
Health Records	10
Health Emergency Information	11
Make-up of Missed Work	11
Parent Portal	11
Academic Updates	11
After-School Assistance Programs	11
Mandatory for Students Failing	12
After-School Remediation Sessions	12
After School Program	12
Academic Incentives	12
<b>Exemption Policy</b>	<b>12</b>
TMS Arrival & Dismissal Procedures	13
Lockers	13
Valuables at School	13
Book bags/Backpacks/Bags	13
Lost and Found	13
Assemblies	14
Physical Contact	14
Dress Code	14
Flowers, Balloons, & Celebratory Items	14
Telephone Use	14
Eligibility	15
Sports, Organization, and Events	15
Sporting Events	15
School Sponsored Events / Field Trips	15

School Socials/Dances	15
Visiting the School	16
Call Service	16
Change of Address or Phone Number	16
Parent Conferences	16
Trion Middle School Policies	17
Gender Equity Policy	17
Medication Policy	17
<b>Wheelchair Use</b>	<b>17</b>
Smoking, Tobacco, Gambling & Non-Vending Policy	17
Head Lice Policy	17
Check Acceptance Policy	18
Prohibited Items	18
Cell Phones and “Smart” Watches	18
Consequences for infraction of policy:	18
Non-Resident Students	18
Promotion and Retention Policy	19
Teacher Qualifications	19
Immunization Policy	19
<b>Hearing and Vision Screening</b>	<b>19</b>
Curriculum	19
<b>I. Standards of Student Behavior:</b>	<b>20</b>
<b>II. Progressive Discipline Process:</b>	<b>20</b>
Category I Discipline	21
Category II Discipline	21
Category III Discipline	21
Category IV Discipline	21
III Behavior Support Process:	21
Category I Discipline (Minor Offenses)	22
Category II Discipline (Intermediate Offenses)	23
Category III (Serious Offenses)	24
Category IV Discipline (Major Offenses)	25
<b>Trion Middle School Detention Policy</b>	<b>26</b>
<b>Trion Middle School In-School Suspension Policy</b>	<b>27</b>
<b>Georgia Compulsory Attendance Law (O.C.G.A. 20-2-690.1.)</b>	<b>29</b>
<b>Board Policy Descriptor Code: JBD Absences &amp; Excuses</b>	<b>30</b>
<b>Elementary, Middle, and High Schools Absences and Excuses</b>	<b>32</b>
<b>Board Policy Descriptor Code: JBCB Nonresident Students</b>	<b>33</b>
<b>Internet Acceptable Use Policy</b>	<b>34</b>
I. Purpose	34
II. Proper and Ethical Use	34
III. Improper and Unethical Use	34

IV. Procedures for Use	34
V. Title XVII - Children's Internet Protection Act	34
<b>Gifted and Talented Program</b>	<b>36</b>
<b>Rights Under the Protection of Pupil Rights Amendment (PPRA)</b>	<b>38</b>
<b>Family Educational Rights and Privacy Act (FERPA) for Directory Information</b>	<b>39</b>
<b>Notification of Rights under FERPA for Elementary and Secondary Schools</b>	<b>40</b>
<b>Right to Know Professional Qualifications of Teachers and Paraprofessionals</b>	<b>41</b>
<b>Notice of Rights of Students and Parents Under Section 504</b>	<b>42</b>
<b>Board Policy: Homeless Students</b>	<b>43</b>
<b>HB 402</b>	<b>46</b>
<b>Water Safety</b>	<b>46</b>
<b>HB 147</b>	<b>46</b>
<b>School Safety</b>	<b>46</b>
<b>School Nutrition Program</b>	<b>47</b>
<b>Alma Mater</b>	<b>48</b>

## Trion Middle School Honor Code Statement

### **“Rise to the Challenge”**

### **Respect Integrity Service Excellence**

Trion Middle School encourages us all to Rise to the Challenge:

**Respect:** Mutual respect among students, staff, and our community.

**Integrity:** Demonstrating integrity by being honest, taking accountability, & showing trustworthiness.

**Service:** Instilling a sense of social responsibility & promoting service to others.

**Excellence:** Striving for excellence in academics, character development, & personal growth.

#### **STUDENT RESPONSIBILITIES**

- ♦ Demonstrate good classroom academic mechanics.
- ♦ Strive to be consistently punctual and present.
- ♦ Be willing to take on academic challenges.
- ♦ Exhibit good study habits.
- ♦ Protect others' work(s) by giving credit to the original author(s).
- ♦ Cooperate graciously with peers, faculty, and staff.
- ♦ Demonstrate an earnest desire to be actively and ethically involved.
- ♦ Demonstrate school spirit on and off campus.
- ♦ Show pride in school and self at all times.
- ♦ Encourage parental involvement and support.
- ♦ Be actively involved in extra-curricular and club activities.
- ♦ Respect the property and personal rights of others.
- ♦ Use proper language at all times.
- ♦ Dress appropriately for learning situations.

#### **HONOR CODE STATEMENT**

On my honor, I will live as a responsible person, one whose word is his/her bond.  
I will always strive to uphold the character traits of a Trion Middle School student.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_



# ***INTRODUCTION***

## **Trion Middle School Mission Statement**

*The mission of Trion Middle School is to provide a rigorous, in-depth, diversified education which empowers all students to become contributing members of society.*

## **Trion Middle School Vision Statement**

*Cultivating a community of lifelong learners who pursue excellence and contribute positively to a changing world.*

## **Trion Middle School Beliefs**

It is believed that...

- All students can learn, achieve and succeed.
- A safe and physically comfortable environment promotes student learning.
- Positive relationships and mutual respect among and between students and staff enhance a student's self-esteem.
- Students learn to make appropriate decisions when given a supportive and challenging learning environment.
- Developmentally appropriate learning activities enhance learning at all levels.
- Teachers, parents, and the community share the responsibility for the support of the school's mission.
- Cultural diversity increases student understanding of different cultures.
- Challenging expectations increases individual student performance.
- Students learn best when they have appropriate opportunities for success, accommodations are made for different learning styles, and they are actively engaged in learning.
- Each student is a valued individual with unique physical, social, emotional, and intellectual needs.
- Students should be able to use a variety of communication forms and a wide range of communication skills.

## **School Objectives**

The school will strive to:

- Develop students academically to meet both general and specialized needs as related to their unique abilities.
- Provide students with an opportunity to develop skills necessary to function as effective 21<sup>st</sup> century citizens of their school, community, and nation.
- Provide students with an opportunity to develop skills necessary for effective use of leisure time.
- Emphasize to the students the importance of self-discipline and individual efforts in relationship to success and happiness.
- Develop the ability of the students to think critically and objectively.
- Develop the ability of the students to communicate more effectively.
- Demonstrate to the students, faculty, and community that curriculum has priority, while extracurricular activities have many benefits, both tangible and intangible.
- Meet the needs of the students and the community by continuously reviewing and updating the objectives and the curriculum.

## Concerning This Handbook

This handbook is published to acquaint you with the philosophy, policy, and rules of the Trion City Schools Board of Education and Trion Middle School for the current school year.

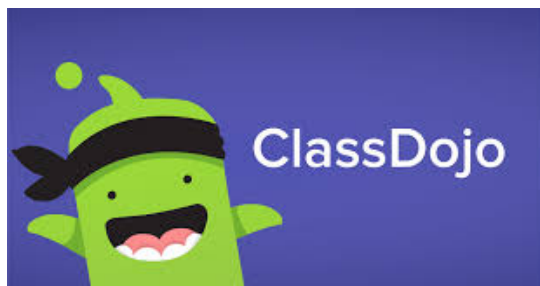
Please note those policies and procedures listed in the handbook are only **PARTIAL** policies and that other requirements may be added or changed. A complete outline of board policy may be found in the Board Policy Manual available in the principal's office, Media Center, central office, or on our school website [www.trionschools.org](http://www.trionschools.org).

Please review the contents of this handbook and if you have any questions, please contact the administration or any member of the faculty and staff.

After you read and understand the contents, please sign the acknowledgement on the enclosed loose sheet and return it to your homeroom teacher.

### We are a ClassDojo School!

Please follow us on ClassDojo, Facebook, and our school website to receive the most up to date information throughout the school year.



@TrionMiddle



## *Student Information*

### **Middle School Bell Schedule**

7:00 - 7:45	All students in cafeteria/Gym	12:30 - 1:40	3rd Block
7:20 - 7:50	Breakfast Served	1:40 - 3:06	4th Block
7:45 - 8:00	Homeroom	3:06 - 3:10	HR/Lockers
8:05 - 9:35	1st Block	3:10	Students released to assigned pick up points only
9:35 - 9:45	Break	3:10 - 3:45	After-school Assistance
9:45 - 11:15	2nd Block		Mandatory/Tutoring/Remediation
11:15 - 12:00	FLEX Time		
12:00 - 12:30	Lunch		

### **Closed Campus**

We operate a closed campus. Students must stay on the school grounds from the time they arrive (even if 1st period has not yet started). Any student leaving the school grounds before the end of the school day, must be signed out through the office. A normal school day ends at 3:10. All students must vacate the premises by 3:30 unless they are under the direct supervision of school staff. Any student not picked up by 3:30 must sit in the front lobby. Any student not picked up by 3:45 will be required to go to ASP (After School Program) in the elementary school and be charged accordingly.

### **Media Center**

The Media Center is open from 8:00 – 3:30, Monday through Thursday and 7:30 -3:15 on Friday. Books may be checked out for two weeks. **Any damage to a book will be charged to the last student to check the book out from the library.** Lost library books are charged at replacement cost.

### **Cafeteria**

The cafeteria serves breakfast from 7:20 – 7:50. All middle school students eat lunch at the same time. Students may buy lunch in the cafeteria or bring lunch from home. Students CANNOT have outside food brought in by a visitor.

Parents are encouraged to eat lunch with their children, but we ask that they follow the same rules.

**Student Breakfast**  
\$1.75

**Adult Breakfast**  
\$2.50

**Student Lunch**  
\$3.15

**Adult Lunch**  
\$4.00

### **Teachers As Advisors (TAA)**

Students will participate in a monthly TAA mentoring activity to promote unity, positive character traits and improved decision making skills. Each activity will involve a scenario and a discussion related to a character building theme.

### **Attendance**

The state allows excused absences for the following reasons only. Any other circumstance will be reviewed and acted upon individually by the principal.

- Illness of the student.

- Serious illness or death in the immediate family (mother, father, brother, sister, or grandparents).
- Court order by governmental agency.
- Religious holidays.
- Conditions that make school attendance impossible or hazardous to health and safety, which will be announced on our local radio stations: FM 99.1 and AM 1180
- A student whose parent or legal guardian is in the military service and the parent has been called to duty or is on leave from overseas deployment to a combat zone. Five days for a school year will be excused prior to the absences.
- Extenuating circumstances approved by the principal prior to the absence. Due to our year-round calendar, parents are urged to schedule vacations during school breaks. **Vacations taken while school is in session will be unexcused.** Work will not be made up and zeros will be given. Attendance is calculated on the basis of whole-day or half-day (11:30 AM) segments. Late arrivals and/or early sign-outs will be considered tardy.

**Attendance in school has a direct correlation to academic success. All guardians will be notified when their child is absent from school. Phone calls will be made, letters will be sent home (regular mail and certified), and visits to the home will be made when necessary. Parents are urged to contact the school when their child is absent. Truancy meetings are scheduled when attendance is a problem and charges may be filed.**

### **Absence Notes**

Absence notes must be turned in to the **office** within 3 days of absence. All notes must include the **name** of the student, **date(s)** of absence(s) or early dismissal, the **reason** and **signature** of parent or guardian. **Five parent absence notes is the maximum number that will be considered for excusal for each school year.**

For school records, please ask for a printed excuse any time your child sees a doctor/dentist. This should be used as an excused note. Failure to follow these procedures could result in disciplinary actions. Parents are encouraged to call the office if their child is going to be absent. The office may call a parent if a child is absent. Any time a child leaves school during the regular school day, a parent or approved adult must come to the office and sign the student out of school.

The student will receive a tardy to school for any late arrivals or early sign-outs. Please see attached attendance policy JBD for further explanations.

## Tardy To School

Students are expected to be at school, in class, and prepared to start by 8:00 am each school day. If they are tardy to school, they must sign in at the office and get a tardy slip **before** going to class. On the third unexcused tardy during a nine week period the student will receive a discipline referral and parent contact. On the fourth and all subsequent unexcused tardies within the same quarter, the student will be assigned after-school detention from 3:12 – 4:00.

## Check out Notes

We feel that routine medical appointments should be made outside the normal school hours to avoid missing class. The student must turn in a note to the office within 3 days of the check-out to be excused.

**NOTE: The limit for parent notes is 5 per year. Checking in and out of school is considered a tardy for school and an absence if the student arrives after 11:30 am or checks out prior to 11:30 am. An absence will also be counted for each class period missed which could have an effect on exemptions. Before leaving campus, a student must be signed out by a parent, legal guardian, or authorized person.**

## Illness Prevention

Frequent handwashing and covering of coughs/sneezes is encouraged and expected. Students and staff members are permitted to wear face masks and have hand sanitizer. Hands should be kept away from your mouth, nose, and eyes. Another form of greeting, other than handshakes or high fives, is encouraged.

## Illness At School

If a student becomes ill during the school day, he/she will be sent to the school nurse. If the nurse determines the student needs to go home, a parent will be contacted. **If the nurse sends your child home it is considered a doctor's excuse.** If, for some reason, a student calls to be picked up without seeing the nurse, they must bring a parent note to be excused. In an emergency situation, 911 will be contacted. Some of the reasons a child might be sent home include:

- Elevated temperature: Any temperature 100.4 or above is considered elevated.
- Illness related vomiting/ diarrhea.
- Continuous coughing and other respiratory illnesses that may need to be evaluated by a doctor.
- Any contagious illnesses as determined by the school nurse.

**Students must be free of fever, vomiting, or diarrhea for 24 hours before returning to school.**

## Health Records

Health records are kept on each student at Trion Middle School. Any information regarding food, medicine and environmental allergies should be on record with the school nurse. If a student has a dairy allergy, a doctor's note will be required.

**It is critical to note:** if your child has been diagnosed with asthma and requires an inhaler, one should be provided by the parent or guardian to be kept and used at school. Epi-pens should be provided by the parent or guardian for any student requiring one as well as information regarding the allergy or reason the epi pen is needed. Any inhalers or epi pens will be kept in the nurse's office unless a doctor's note is obtained stating that it can be stored in the student's classroom.

Students who take routine daily medication, will do so under the nurse's supervision and it will be stored in the nurse's office.

## Health Emergency Information

It is the responsibility of families to provide current emergency information to your child's school during the first period of enrollment and throughout the school year when information changes. When students become sick or are involved in an accident during the school day, families will be notified so suitable arrangements can be made.

## Make-up of Missed Work

**Making up missed work is a student's responsibility**, and he/she is expected to take the initiative to make up missed work if the absence is excused. The student is expected to meet with the teacher and get the make-up assignments or to schedule a make-up test at the discretion of the teacher (preferably after school). Any work not made up within 7 calendar days shall not be made up unless approved by the principal. You are advised to talk to teachers to get make-up assignments after-school. **A zero is given for any assignment until the work is complete.** If the absence is unexcused, a zero is given.

## Parent Portal

One communication method between you and Trion City Schools is Parent Portal. Power School allows you to be able to access your child's grades and communicate with his/her teacher via email. The instructions below are designed to help you locate and navigate the site.

- Go to [www.trionschools.org](http://www.trionschools.org)
- Click the Parent Portal icon.
- When prompted, enter your parent login and password.
- You should now see a screen with your child's teachers, grades, and attendance.

## Academic Updates

Academic updates will be given to students every 9 weeks in the form of a report card, and every 4-½ weeks as a progress report. All progress and report cards should be signed by a parent or guardian and returned to the school with the exception of the final report card, which should be kept. **Parents may ask a teacher for a grade sheet at any time during the year and are encouraged to check the parent portal regularly.**

## After-School Assistance Programs

Many times a student with passing grades still needs extra help after school. All teachers will be in their rooms after school until 3:45. Students need to schedule time with any teacher with whom they feel extra help would be beneficial.

**Waiting until you are failing a class is not the best time to ask for help. Seek help when you realize you are having trouble with the material presented in class.**

## Mandatory for Students Failing

A student that is failing at any grading period will be required to stay in for the teacher of the subject until the next grade report date. If passing for the year at that time, the student will be released from Mandatory. Mandatory classes will be conducted by the subject area teacher and the schedule will be developed by the teacher and student. Mandatory classes will be conducted from 3:10 – 3:45 (unless directed otherwise by the teacher).

- Monday - ELA
- Tuesday - Math
- Thursday - Science & Social Studies

**Failure to stay in for mandatory will be considered a discipline infraction that will be referred to the principal.**

## After-School Remediation Sessions

All grade level and all content teachers will begin Remediation Sessions which will start shortly after the school year begins. Please be aware that a teacher may ask your child to stay in at any time for additional help and any topic may need to be revisited.

## After School Program

The **Elementary school** provides a pre-pay after school program. Please contact Mrs. Beth Pelham, Principal at Trion Elementary prior to your child staying in this program.

## Academic Incentives

To encourage academic achievement, the following incentives are offered by Trion Middle School:

- **Honor Roll** – These students must achieve a grade of 90 or above in all core classes.
- **Star Roll** – These students must achieve a grade of 95 or above in all core classes.
- **Other awards** and rewards are presented during the school year.

## Exemption Policy

Based on established criteria, students may be eligible to exempt one or more final exams. If a student meets the exemption criteria for both exams scheduled on the same day, the student will not attend school for that day. If a student must take either or both of the two exams scheduled for the same day, the student must arrive at school by 8:00 am and will remain at school until our 11:00 am dismissal time.

Students may exempt an exam if any of the criteria listed below have been met for the content class.

- $\geq 90$  yearly average in class/content area
- $\geq 90$  Q3 Comprehensive Exam in class/content area
- $\geq 80$  Q3 Comprehensive Exam AND  $\geq 80$  yearly average in class
- Level 3 or Level 4 on Milestones in the content area
- Increase one or more achievement levels in the content area on the Milestones Assessment

## TMS Arrival & Dismissal Procedures

Morning Arrival 7:00am - 8:00am

Students should be dropped off in a supervised area before 8:00am.

Supervision is provided in front of the middle school and at the middle school gym.

Dismissal 3:10pm - 3:20 pm

**Car Riders:** Parents/guardians are responsible for picking up students at our designated middle school pick up area. Students who are not picked up before 3:20 pm should report to ASP at TES.

**Walkers:** Only students who live within the city limits are allowed to walk home.

Students are not allowed to walk to an unsupervised area to wait for parent pick up due to safety concerns.

## Lockers

All students will have access to lockers. The rental fee for a locker is **\$25.00** per year. Each locker is equipped with a built-in lock; therefore, personal locks will not be allowed. **Students may not share lockers and they may not swap lockers without approval from the office.** Students must not deface lockers in any way, which includes stickers. Having a locker is a privilege. Misuse of lockers will result in the loss of a locker. **Please remember: Proper authorities can inspect lockers at any time and each student will be held responsible for all items in the locker assigned to them. Keep your locker combination confidential.**

## Valuables at School

Trion City Schools will not be held liable for the loss of any personal property belonging to the student. **Students are urged to leave money and valuables at home. Purses should not be left unattended at any time. Should you need to bring something of value to the school, please bring that item to the office as soon as you arrive at school.**

## Book bags/Backpacks/Bags

Book bags, backpacks, and bags are not allowed in the classrooms. Students may bring school materials to school in them; however, bags are then to be placed in lockers until the end of the school day. Students without lockers will be required to carry their books with them at all times, and they cannot use a book bag. All book bags, backpacks, and bags are subject to inspection by the proper authorities, including administrators at any time under reasonable suspicion.

## Lost and Found

Lost articles should be reported to a classroom teacher or to the office immediately. **Textbooks and notebooks** found on school property will be placed in the Media Center. A fine of 50 cents will be charged for **each** recovered textbook or notebook. **Valuable articles** such as jewelry will be held in the office and released to their owners after identification has been made. **All other** lost and found articles will be kept for a time determined by the administration before being donated.



## Assemblies

Any school sponsored event, including dances, movies, club meetings, etc., is considered to be a learning activity. Behavior at those events should follow the same pattern as the classroom with the exceptions granted for conduct, which is acceptable for those particular events. Boisterous and unruly behavior is absolutely prohibited and will result in ejection from that particular activity and possible expulsion from participation in future such activities.

## Physical Contact

Body contact (including hand holding) is not permitted. Occurrence will result in disciplinary action.

## Dress Code

Dress for TMS students should be neat, clean, and appropriate for a classroom setting and follow the guidelines as outlined in this policy. Certain items of dress are not considered appropriate for school and cannot be worn. These items are as follows:

- Any appearance which is disruptive to the educational process is prohibited.
- Clothes will be in good taste, size appropriate, and will not be revealing.
- Head apparel for males or females (hats, bandannas, caps, hoods, or head covers) and sunglasses are not permitted without prior approval from Administration.
- Hair is to be clean, neat, and well-groomed.
- Only subtle coloring of hair is acceptable with the exception of blue and white during Red Ribbon Week or special spirit days.
- Shirts tied and/or revealing bare skin around the waist or back when arms are raised or in a bent position are prohibited.
- Shirts are expected to exhibit an appropriate neckline.
- Shoulder straps must be a minimum of 2" of solid material. This includes, but is not limited to halter-tops, muscle shirts, and spaghetti straps. Tops that leave the shoulder bare must be worn over another top that meets dress code requirements.
- Appropriate undergarments are required and should not be visible.
- Shorts and/ or skirts should be no shorter than the length of a standard index card (5") above the knees at the shortest point (this includes athletic shorts). Most athletic shorts are not long enough to meet dress code.
- Leggings, yoga, or spandex, and any other items made of such material are not permitted.
- No holes will be allowed in blue jeans, unless they are patched or leggings worn underneath.
- Clothing or articles displaying advertisements, symbols, or logos of drugs, alcoholic beverages, tobacco products, or clothes containing profanity, obscene, or inappropriate language or messages including pictures, phrases, or words that represent inappropriate behavior or activities are not permitted.
- Piercings on visible body parts are prohibited, with the exception of ears.

**No student shall dress or groom where the effect, in the administrators opinion, is inappropriate for school.**

**Dress Code Violations will result in the following disciplinary actions:**

- **1st offense: Written warning and a smock will be issued.**
- **2nd offense: Parent phone call, written warning, and a smock will be issued.**
- **3rd offense: Detention, parent phone call, and a smock will be issued.**

**Any additional offense may result in further disciplinary action.**

## Flowers, Balloons, & Celebratory Items

Flowers, balloons, or gifts are **not** to be delivered to any student at school. Food items for celebratory purposes are not permitted. This is for the safety of all students.

## Telephone Use

In **EMERGENCIES**, students will be allowed to place calls from the administrative office. **Please make sure student(s) know who is picking them up in the afternoon before they arrive at school in the morning.**

# ***EXTRA-CURRICULAR ACTIVITIES***

## **Eligibility**

An athlete has three (3) years eligibility: only one year as an actual eighth grade student. A retained student whose name appears on any NGAC (North Georgia Athletic Conference) sport roster is ineligible to play any sport during the second year in that grade. To participate, an athlete must not reach age 15 prior to May 1<sup>st</sup> preceding his/her year of participation. A more detailed summary of eligibility requirements is found in the board policy book. Academic eligibility is determined on the first day of the school year and shall remain in effect until the last day of first semester. First semester grades will determine eligibility for the second semester. All students must have a current physical on file to be eligible to try out for any sports.

## **Sports, Organization, and Events**

The following is a list of things students may choose to be involved in:

- Student Council
- 4-H
- Various elective clubs
- Junior Beta Club
- Band
- Career Day
- Sports – Football, Softball, Basketball, Wrestling, Cheerleading, Baseball, Soccer, Cross-Country, Bass Fishing, Golf, Volleyball, Tennis Club
- Participation in events such as Red Ribbon Week, field trips, and several essay and speaking events, as well as numerous community service activities.

## **Sporting Events**

During sporting events, the students and visitors should support their school teams vigorously, yet respect the presence of the opposition. Booing and hissing, and other unsportsmanlike conduct is prohibited. Proper student and visitor behavior at sporting events will assure future enjoyment of these activities. Inappropriate behavior may result in expulsion from the event.

## **School Sponsored Events / Field Trips**

Attendance by a student of Trion High School is a privilege in that any student may be removed if, in the opinion of the sponsor, he/she creates a disturbance or if his/her presence creates a disrupting influence. Any misconduct on the part of a student will be considered a disciplinary matter and will be handled as a part of the school day. A student who brings a guest who does not attend Trion High School will be held responsible for the person's actions and conduct.

**Attendance, discipline, finances, and academics will be reviewed by the administration before a student will be allowed to attend any field trip.**

## **School Socials/Dances**

TMS student council sponsors three dances each year. Participation is highly encouraged in these fun, social events. However, attendance by a student of Trion Middle School is a privilege in that any student may be removed if, in the opinion of the sponsor, he/she creates a disturbance or if his/her presence creates a disrupting influence. Any misconduct on the part of a student will be considered a disciplinary matter and will be handled as a part of the school day. Only Trion Middle School students attend the school dances with the exception of the Eighth Grade Dance. For the Eighth Grade Dance, all guests that do not attend Trion Middle School will be pre-approved by the principal.

## *Parent Responsibilities*

### **Visiting the School**

Parents are always welcome and are encouraged to make appointments to see teachers, the principal, the counselor, or visit classrooms. All visitors must report to the office upon arrival.

Visitors may only enter the school into which they have been admitted. Students will not be released to anyone other than the parent or guardian, or people listed on the enrollment form. **Any changes to the enrollment information must be completed in the office by the custodial parent ONLY using the demographic update form. Changes will not be accepted verbally, by fax, note, or by a non-custodial parent. Custodial parent is determined by custodial legal papers.**

### **Call Service**

Trion City Schools uses a call service center to keep our parents/guardians informed. Calls will be made to notify of school delays or cancellations, due to weather, etc. Calls may also be made to remind parents/guardians of field trips, or due dates, etc. **To receive text messages, text “alert” to 22300.**

### **Change of Address or Phone Number**

The administrative assistant should be notified immediately of any change in address or contact information. **In case of an emergency situation, we must be able to contact a parent or guardian.**

### **Parent Conferences**

The parents, teacher, or administration may request parent conferences regarding a student's performance. Parents are welcome to call the school and arrange a conference regarding their child. The student needs to know there is a mutual concern for their success. When arriving for a parent conference, come to the main office and we will call a teacher to escort you to the meeting.

**Your child's teacher(s) will have primary knowledge of specific grades or assignments. Therefore, questions regarding a student grade or assignment should first be presented to the teacher before contacting an administrator.**

# ***SCHOOL POLICIES***

## **Trion Middle School Policies**

Trion Middle School does not discriminate against students or employees, either individually or collectively, in matters regarding race, sex, religion, national origin, political or other social beliefs, or developmental challenge. If you have questions concerning this policy or any other, please contact the following:

**Trion Middle School - (706) 734-7433 or  
Trion City Schools - (706) 734-2363.**

## **Gender Equity Policy**

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 are hereby notified that Trion City Schools does not discriminate on the basis of gender in its athletic programs. Inquiries or complaints concerning sports equity in this school system may be submitted to the sports equity coordinator at 706-734-2363.

## **Medication Policy**

All medications should be walked in by the parent/guardian and given to the school nurse. Medication will be dispensed at prescribed times and should be in a properly labeled container with the student's name and dosing instructions. For everyone's safety, students are not allowed to have medication in their backpack or on their person.

Trion Middle School cannot provide any type of medicine for students with the exception of some approved over-the-counter medications. If needed, the school nurse will administer simple first aid.

## **Wheelchair Use**

A limited number of wheelchairs are available for students to use when medically necessary. Notification from a doctor is required in order to be eligible to use a school wheelchair. Trion City Schools, however, is not required to furnish a wheelchair.

## **Smoking, Tobacco, Gambling & Non-Vending Policy**

Trion City Schools prohibit tobacco and vaping products, on school grounds for students, staff, and visitors, 24/7, on school property and at school-sponsored events. Violations can lead to disciplinary actions, including suspension and potential expulsion.

- The Surgeon General has determined that the use of tobacco is dangerous to your health. Students and adults will not be permitted to use or have tobacco in their possession on campus or at any extra-curricular event. **This includes the possession or use of vapes or any form of an electronic smoking device.**
- All forms of gambling are prohibited. All unauthorized sale of merchandise on school property is prohibited.

## **Head Lice Policy**

Trion City Schools has a nit free policy for all students. If a child is suspected of having head lice, the school has the authority and the responsibility to check the child. If lice and/or nits are found, parents will be notified immediately to pick up their child.

**The day a student is sent home with lice will be considered an excused absence. If there are any subsequent absences from the same incident, those absences will require a parent note or will be unexcused. (See attendance policy, page 24, for parent note details.)**

## Check Acceptance Policy

Checks are accepted for all payments. Should a check be returned to the school for insufficient funds, cash payment for the amount of the check plus a \$10.00 return check fee (per check) would be required. Should this occur more than twice, Trion Middle School would only accept cash payment for payments of any future transactions during the current school year.

## Prohibited Items

Any item known as or used as a weapon is prohibited from school. Additionally, electronic devices and any item used as a toy are prohibited as these create distractions from the educational environment. Such items will be taken up and the student will be disciplined. TCS is not responsible for any device that is voluntarily brought on campus or to a school activity.

## Cell Phones and “Smart” Watches

### HB340- Distraction Free Learning Environment

In accordance with Georgia House Bill 340, Trion Middle School is a distraction-free learning zone. Students in grades 6-8 may not use personal electronic devices during instructional time. Phones and smartwatches are NOT to be kept in lockers.

- Cell phones will be turned in during homeroom and placed in a cell phone caddy. Phones must be powered off.
- Students may not access phones/smart watches, defined as being seen with the phone, for any reason **upon entry and exit of the school building**.
- Phones/smartwatches must be powered off at all times between arrival and dismissal.
- Phones/smartwatches must not be seen nor heard at any time between arrival and dismissal. At dismissal time, students must report to dismissal areas prior to accessing phones.
- Trion City Schools nor any employee of the school system is responsible for the theft, loss, or damage to any phone/smartwatch or other device otherwise prohibited from school.
- Violations of this policy will result in disciplinary action in line with the school's Code of Conduct.

## Consequences for infraction of policy:

- If a phone is accessed between arrival and dismissal, the student will be assigned:
- 1st Offense - one (1) day of after-school detention and must turn in the phone to the office for 5 consecutive school days.
- 2<sup>nd</sup> Offense will result in one (1) day of ISS, and the phone must be turned in to the office for 5 consecutive school days.
- 3rd Offense - Consequences for additional days will be at the discretion of the principal.

## Non-Resident Students

Acceptance and continued enrollment for students living outside Trion City School district are based on the following criteria:

- Space available within the grade level in which the student has applied
- Academic achievement
  - Meet or exceed minimum yearly grade of 70 in all subject areas
  - Meet or exceed minimum requirements for grade level benchmark assessments
  - Georgia Milestones achievement level of 2 or higher in ELA and Math
- Attendance record, including absences and tardies
  - 9 or fewer absences per school year; no unexcused absences per school year
  - 9 or fewer tardies per school year (tardies are defined as late arrival or early check out from school)
- Discipline record

- 3 or fewer office referrals for discipline issues (any single major infraction may result in immediate removal)
- Parental support and cooperation
  - Parental cooperation regarding participation in meetings and conferences, payment of fees, and support of your child's academic success regarding homework, after school tutoring, and summer school when applicable.

**Those unable to meet school expectations will be withdrawn and referred to their proper school district.**

## **Promotion and Retention Policy**

In order to be promoted, a student must pass with a grade of 70 or higher in both English/Language Arts, and Math for the year. Students must also pass for the year with a grade of 70 or higher in two of the three subjects of social studies, science, and connection classes. In addition, for 8th grade students, the passing of the Georgia Milestones Assessment in reading and math will be taken into consideration for promotion to the ninth grade.

A student may be considered for retention if they do not meet the criteria outlined above. Retention decisions will be based on a comprehensive review of the students academic performance, attendance, and social-emotional development. A placement committee composed of parents, teachers, and administrators will make the decision regarding promotion and retention.

## **Teacher Qualifications**

If you wish to request information concerning your child's teacher's qualification, please contact the principal at 706-734-7433 or call the Central Office at 706-734-2363.

## **Immunization Policy**

No child shall be admitted to the Trion Schools unless the child has been immunized from contagious diseases itemized by the State Board of Health. The Department of Human Resources shall promulgate rules and regulations specifying those diseases against which immunization is required and the standards for such immunizations. The child's parent(s) or guardian(s) shall furnish the school system with a Georgia certificate of immunization by a physician licensed by the State of Georgia or by appropriate official of a local board of health acknowledging that the child has been immunized before the child will be admitted to class.

## **Hearing and Vision Screening**

If the student's teacher or the parent/ guardian has reason to believe the student is having difficulty hearing or seeing clearly, the school nurse is able to perform a screening evaluation and will send the results home to the parent/guardian.

## **Curriculum**

The curriculum of Trion Middle School is determined by state mandates. Its content is open to any parent for review. Visit the Georgia Department of Education ([www.gadoe.org](http://www.gadoe.org)) for extensive information regarding Georgia public education.



# ***Trion Middle School Code of Conduct***

## **I. Standards of Student Behavior:**

All student behavior shall be based on respect and consideration for the rights of others. Students are expected to conduct themselves at all times in a manner that will contribute to the best interest of the school.

Instruction should occur in an environment that is conducive to learning. Effective instruction requires good order and discipline, which may be described as the absence of distractions, friction, and disturbances which interfere with the effective functioning of the student, class, and school. It is also the presence of a friendly, yet businesslike, atmosphere in which students and school personnel work cooperatively toward mutually recognized and accepted goals. Ultimately, the goal of the Trion Board of Education in student discipline is to modify undesirable behavior while maintaining a school environment which provides maximum learning opportunities for all students.

As students progress in the Trion City Schools, it is reasonable to assume that an increase in age and maturity will result in the students' assuming greater responsibility for their actions; however, the procedure identified shall apply to all students' grades 6 – 8.

Students have a right to learn without distractions. Teachers have a right to teach without distractions. In order to promote an atmosphere of harmony and cooperation, the following standards of behavior are suggested for all students.

Students shall:

- Cooperate with school personnel
- Demonstrate respect for self and others
- Behave in a responsible manner
- Attend classes regularly and on time
- Bring appropriate work materials to class
- Be prepared to participate in classroom activities
- Be responsible for their own work
- Comply with dress code
- Respect others property
- Abide by the rules and regulations of the school and each classroom teacher
- Seek changes in an orderly and appropriate manner
- Avoid violation of the student code of conduct

## **II. Progressive Discipline Process:**

The Superintendent shall develop or cause to be developed rules and regulations which implement and are consistent with this policy.

The following code sets forth school rules and regulations prohibiting certain types of student conduct. A student found to be in violation of any one of them may be subject to disciplinary action.

The rules and regulations of conduct shall apply:

1. on the school ground at any time;
2. off the school grounds at a school function or event;

3. adjacent to school grounds;
4. in route to and from school and/or school activities subject to the jurisdiction of school authorities.

### **Category I Discipline**

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

### **Category II Discipline**

Category II discipline offenses are intermediate acts of misconduct that require administrative intervention.

### **Category III Discipline**

Category III discipline offenses are serious acts of misconduct. These offenses must be reported to the principal. A parent/guardian contact is required.

### **Category IV Discipline**

Category IV discipline offenses represent the most serious acts of misconduct. These offenses must be immediately reported to the principal. These violations are so serious that they may require use of outside agencies and/or law enforcement. Parent/guardian conference required.

## **III Behavior Support Process:**

The behavior support process is based on a multi-strategy approach that seeks to organize the school, school system, parent, and community into a comprehensive framework that is an integral part of the school's mission.

The behavior support process will provide for support strategies that build on strengths of students rather than those that focus on behavioral deficits.

The process will help students establish individual goals, a time frame for accomplishments and will focus on youth development.

The behavior support process will ensure that supports are developmentally and age appropriate.

Trion City Schools will utilize the following procedures/elements to implement the behavior support process for student misconduct.

1. Student contact/notification
2. Parent contact/notification
3. Parent conference
4. Teacher conference
5. Principal conference
6. Check In/Check Out Daily Support
7. Referral to guidance counselor
8. Referral to student support team
9. Counseling with school social worker
10. Referral to school psychologist

11. Utilization of DFACS
12. Referral to truancy treatment team
13. Placement in alternative education program
14. Referral to board of education
15. Referral to juvenile justice system
16. Referral to city and/or county law enforcement agencies

### **Category I Discipline (Minor Offenses)**

Examples of Category I minor offenses include, but are not limited, to the following offenses:

- Classroom disruption
- Tardy to class / school
- Toys or other unapproved and/or distracting items
- Improper procedure to check in / out of school
- Dress code violation (clothing worn in a manner intended)
- Horseplay (Not Fighting)
- Public display of affection
- Incidental use of profanity
- Unprepared for class
- In parking lot without permission
- Cafeteria violation
- Tardy to D-Hall
- Running in inappropriate areas

Category I offenses are minor acts of misconduct which interfere with orderly school procedures. Students may be disciplined by a professional staff member involved or may be referred to the principal.

Professional staff members may utilize the following discipline management techniques:

- After-school detention
- Detention, phone call or letter to parents
- Conference with parent and student
- Participation in a school service project which allows engagement in desired character traits.
- Develop a written or graphic representation that reflects understanding of the specific misbehavior, the nature of the expected behavior, and the related character traits.
- Silent lunch
- Loss of break time
- Any other discipline technique that positively promotes the student code of conduct and desired character traits

The Principal may utilize the following discipline management techniques:

- Conference with parent and student
- Restriction from school programs / assemblies
- Assignment to after school detention
- Partial day ISS
- Full day to 3 to 9 days ISS depending on severity
- Participation in the cleaning / repair of any damage caused to the school-related environment

- Smocking for dress code violation
- Loss of driving privileges and / or loss of parking space
- Silent lunch
- Loss of break
- Referral to Counselor
- D-Hall
- Apology
- Clean cafeteria
- Warning
- Loss of attendance to extra-curricular activities
- Any other disciplinary technique that positively promotes the student code of conduct and desired character traits

## **Category II Discipline (Intermediate Offenses)**

Examples of Category II intermediate offenses include, but are not limited to, the following offenses:

- Insubordination
- Possession of tobacco or electronic smoking devices
- Violation of school medication policy (over the counter)
- Possession of an electronic device
- Damage to school property
- In an unauthorized area
- Gambling
- Repeated violations of unrelated misbehavior
- Use of obscene manifestation toward another person (written, verbal, or gesture)
- Skipping class or school
- Verbal abuse
- Providing false information (including forged notes)
- Disruption of ISS
- Failure to attend D-Hall
- Leaving class / school without permission
- Refusing to work in ISS
- Bus misconduct
- Computer misuse
- Electronic Devices

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

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

- Conference with parent and student

- Restriction from programs and special assemblies
- Assignment to detention
- Partial day ISS
- Up to 3 to 9 days ISS depending on severity
- Up to 3 to 9 days OSS depending on severity
- Participation in repair of any damage caused to the school
- Financial restitution for damage to school or school property
- Develop a written or graphic representation that reflects understanding of the specific misbehavior, the nature of the expected behavior, and related character traits
- Participation in a school service project
- Referral to school Counselor
- Any other disciplinary technique that positively promotes the student code of conduct and desired character traits
- Electronic devices will be taken up and can only be picked up by parent
- Check In/Check Out Daily Support
- Loss of computer privileges
- Loss of attending extra-curricular privileges

### **Category III (Serious Offenses)**

Examples of Category III serious offenses include, but are not limited to, the following offenses:

- Use or distribution of tobacco
- Fighting
- Bullying
- Offensive or abusive acts
- Use of gang symbolism
- Extortion
- Hazing / physical abuse
- Petty theft
- Igniting fireworks
- Threats, harassment or intimidation of others
- Sexual harassment (verbal or physical)
- Failure to attend Saturday School
- Trespassing
- Intentional damage to property of teachers, school employees, or school officials
- Intentional damage to property of another student

Category III offenses are serious acts of misconduct including, but not limited to, repeated misbehavior that is similar in nature, serious disruptions of the school environment, threats to health, safety or property and other acts of serious misconduct. Offenses that threaten the health, safety, and well-being of others may result in immediate suspension of the student. A parent conference is required for all Category III offenses.

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

- Referral to school counselor for weekly sessions
- Check In/Check Out Daily Support
- Full day up to 9 days in ISS
- OSS from 5 to 9 days
- Placement in an alternative education program for up to one semester and until such time as the student meets the exit requirements for the alternative education program.
- Participation in cleaning / repair of damage caused to school
- Financial restitution for damage to school or school property
- Develop a written or graphic representation that reflects understanding of the specific misbehavior, the nature of the expected behavior, and related character traits.
- Participation in a school service project
- Any other disciplinary technique that positively promotes the student code of conduct and desired character traits
- Possible arrest by police department
- Loss of driving privileges
- Loss of attending extra-curricular activities privileges

### **Category IV Discipline (Major Offenses)**

Examples of Category IV major offenses include but are not limited to, the following offenses:

- Possession, transfer, use or sale of alcohol
- Possession, transfer, use or sale of drugs or drug paraphernalia
- Arson
- Possession of weapons (firearms, razor blades)
- Bomb threat
- Instigating a false fire alarm
- Sexual acts
- Assault / battery on a School Board employee or student
- Disruption and interference with orderly school operation
- Any act of misbehavior judged to be premeditated / malicious nature
- Major theft
- Burglary
- Multiple Discipline Referrals

Category IV offenses are the most serious acts of misconduct. These offenses must be immediately reported to the principal. These offenses 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, which threatens the health, safety, or well-being of others, may result in immediate suspension of the student from school and a parent conference is required.

Disciplinary action for Category IV offense is up to 10 days OSS. Parents will be notified and intervention and / or prosecutions by law enforcement authorities will be utilized when appropriate.

Students guilty of Category IV offenses may receive any of the discipline management techniques appropriate for the situation as determined by the principal or designee, including but not limited to the following:



- Recommendation for tribunal
- Recommendation for expulsion
- Recommendation for OSS
- Recommendation for alternative school

Any Category IV offense results in immediate loss of attendance of extracurricular activities for as long as the disciplinary action is in effect.

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The principal will make the determination as to the level of the offenses. Any offenses not specifically mentioned will be classified by the principal.

These dispositions are a minimal guide. Violations will be dealt with on an individual basis by a member of the administration who will take into account the severity of the incident; the students discipline history; the degree of premeditation, impulse of self-defense; age and / or disability; strength of evidence, cooperation / remorse; and any other extenuating circumstance.

All federal and state laws will be followed.

Discipline will be assigned in a fair and consistent manner to all. The discipline code will be revised and updated annually by the principal along with the school advisory council.

## **Trion Middle School Detention Policy**

**Purpose:** Detention serves as a consequence for behavior that does not meet school expectations. It provides an opportunity for reflection and improvement.

**Notification:** Students will be notified of detention verbally and through written notice by administration. The notice will include the reason for detention, date, time, and location.

**Attendance:** Students are expected to attend detention promptly at the designated time and location. Failure to attend will result in further disciplinary action.

**Duration:** Detention will last 50 minutes beginning at 3:10. Students will be dismissed from detention at 4:00 to the pick up location outside from the TMS office.

**Behavior Expectations:** During detention students are expected to:

1. Remain quiet and focused on assigned tasks (e.g., studying, completing homework).
2. Respect detention supervisors and fellow students.
3. Refrain from using electronic devices unless directed for educational purposes.

**Completion of Tasks:** Students may be required to complete specific tasks or assignments during detention, such as reflecting on their behavior, completing missed work, or participating in educational activities.

## **Trion Middle School In-School Suspension Policy**

Student will report directly to In-School Suspension and wait in the lobby just outside the Middle School office when I arrive at school EACH DAY. The student will have all textbooks, Agenda Book, materials, pencils, pens, paper and any other teacher directed items with them to carry to the in-school suspension classroom.

During the designated In-School Suspension days, the student will carefully follow the requirements listed below:

1. Student will get an administrative permit if they must leave ISS for a medical appointment or other emergencies.
2. Student will attend ISS every day of their suspension. Any Absences will have to be made up BEFORE they can return to my regular classes.
3. NO EXTRACURRICULAR ACTIVITIES until ISS is complete.
4. Student is REQUIRED to bring lunch or get lunch from the school cafeteria. The student will not bring, nor eat, drink or chew candy, snacks of any nature, soft drinks, or gum.
5. Student will not talk unless permission is granted by the teacher.
6. Student will remain in their assigned seat unless directed to do otherwise by the ISS teacher.
7. Student will come to school and behave in a respectful manner to students and adults, and will respect school property and the workspace they are assigned while in the ISS program.
8. Student will obey all school rules and regulations and will focus all their attention on completing assigned work.
9. STUDENT WILL WRITE ALL QUESTIONS BEFORE WRITING ANSWERS IN EVERY SUBJECT UNLESS THE TEACHER WRITES ON THEIR ASSIGNMENT SHEET NOT TO. WORK NOT COMPLETED DURING THE COURSE OF THE DAY MUST BE TAKEN HOME, COMPLETED, AND BROUGHT BACK BY 8:00 A.M. THE FOLLOWING SCHOOL DAY.
10. Student will develop a PLAN OF ACTION to correct my behavior. (EXIT PAPER)
11. Any violation of the rules of behavior in this document can constitute further days in ISS; further infraction(s) can result in the student being sent home for the remainder of suspension.

## TMS Discipline Plan

MINOR OFFENSES		MAJOR OFFENSES	
Minors Classroom Managed Teacher determines plan of action	Minor Consequences	Majors Administrator Managed Referral Form Completed by Teacher	Major Consequences
<b>Property:</b> Misuse of school, personal, or others' property	<p>Minor consequences and/or strategies are determined by the teacher and are based upon grade level, number of previous infractions, and individual student needs.</p> <p><u>Examples are, but not limited to:</u></p> <ul style="list-style-type: none"> <li>• Preferential seating</li> <li>• Loss of privileges</li> <li>• Teacher conference</li> <li>• Silent lunch</li> <li>• Parent contact</li> <li>• Counselor referral</li> </ul>	<b>Vandalism:</b> Intentional and malicious destruction of property	<p>Major consequences and/or strategies are determined by the administrator and are based upon grade level, number of previous infractions, and individual student needs.</p> <p><u>Examples are, but not limited to:</u></p> <ul style="list-style-type: none"> <li>• Loss of privileges</li> <li>• Admin conference</li> <li>• Parent contact</li> <li>• Silent lunch</li> <li>• Counselor referral</li> <li>• Restitution</li> <li>• Detention</li> <li>• In School Suspension</li> <li>• Out of School Suspension</li> </ul>
<b>Noncompliance:</b> Refusal to follow a request.		<b>Defiance:</b> Excessive disruption and/or refusal to follow a request where learning has stopped for the student or class	
<b>Inappropriate Language:</b> Disruptive language not suitable for school.		<b>Profanity:</b> Language directed at others or a verbal threat to harm someone	
<b>Put Downs/Teasing:</b> Using words that make others feel bad		<b>Threat:</b> Verbal or nonverbal intent to harm	
<b>Bathroom:</b> Misuse of bathroom family other than intended purpose		<b>Bullying:</b> Extreme verbal or nonverbal behavior that is targeted toward a student and repeated over time	
<b>Dishonesty:</b> An act of not telling the truth or cheating		<b>Bathroom:</b> Repeated misuse of bathroom facility or vandalism	
<b>Verbal Interruptions:</b> Talking without permission during times of instruction and/or silent work time		<b>Stealing:</b> Intentional taking of another's property without permission	
<b>Self Control:</b> Inability to keep body and/or materials under control		<b>Intentional Disrespect:</b> Nonverbal and/or verbal actions that are intentionally disrespectful or disruptive	
<b>Personal Space:</b> Refusal to keep hands or body to self		<b>Self Control:</b> Repeated inability to keep body and/or materials under control after multiple warning and interventions	
		<b>Physical Aggression:</b> Intentionally causing physical harm or inappropriate contact and/or throwing of objects with the intent of physical harm	

## Georgia Compulsory Attendance Law (O.C.G.A. 20-2-690.1.)

- Mandatory attendance in a public school, private school, or home school program shall be required for children between their sixth and sixteenth birthdays. Such mandatory attendance shall not be required where the child has successfully completed all requirements for a high school diploma.
- Every parent, guardian, or other person residing within this state having control or charge of any child or children during the ages of mandatory attendance as required in subsection (a) of this Code section shall enroll and send such child or children to a public school, a private school, or a home study program that meets the requirements for a public school, a private school, or a home study program; and such child shall be responsible for enrolling in and attending a public school, a private school, or a home study program that meets the requirements for a public school, a private school, or a home study program under such penalty for noncompliance with this subsection as is provided in Chapter 11 of Title 15, unless the child's failure to enroll and attend is caused by the child's parent, guardian, or other person, in which case the parent, guardian, or other person alone shall be responsible; provided, however, that tests and physical exams for military service and the National Guard and such other approved absences shall be excused absences. The requirements of this subsection shall apply to a child during the ages of mandatory attendance as required in subsection (a) of this Code section who has been assigned by a local board of education or its delegate to attend an alternative public school program established by that local board of education, including an alternative public school program provided for in Code Section 20-2-154.1, regardless of whether such child has been suspended or expelled from another public school program by that local board of education or its delegate, and to the parent, guardian, or other person residing in this state who has control or charge of such child. Nothing in this Code section shall be construed to require a local board of education or its delegate to assign a child to attend an alternative public school program rather than suspending or expelling the child.
- Any parent, guardian, or other person residing in this state who has control or charge of a child or children and who shall violate this Code section shall be guilty of a misdemeanor and, upon conviction thereof, shall be subject to a fine not less than \$25.00 and not greater than \$100.00, imprisonment not to exceed 30 days, community service, or any combination of such penalties, at the discretion of the court having jurisdiction. Each day's absence from school in violation of this part after the child's school system notifies the parent, guardian, or other person who has control or charge of a child of five unexcused days of absence for a child shall constitute a separate offense. After two reasonable attempts to notify the parent, guardian, or other person who has control or charge of a child of five unexcused days of absence without response, the school system shall send a notice to such parent, guardian, or other person by certified mail, return receipt requested. Public schools shall provide to the parent, guardian, or other person having control or charge of each child enrolled in public school a written summary of possible consequences and penalties for failing to comply with compulsory attendance under this Code section for children and their parents, guardians, or other persons having control or charge of children. The parent, guardian, or other person who has control or charge of a child or children shall sign a statement indicating receipt of such written statement of possible consequences and penalties; children who are age ten years or older by September 1 shall sign a statement indicating receipt of such written statement of possible consequences and penalties. After two reasonable attempts by the school to secure such signature or signatures, the school shall be considered to be in compliance with this subsection if it sends a copy of the statement, via certified mail, return receipt requested, to such parent, guardian, other person who has control or charge of a child, or children. Public schools shall retain signed copies of statements through the end of the school year.
- Local school superintendents in the case of private schools or home study programs and visiting teachers and attendance officers in the case of public schools shall have authority and it shall be their duty to file proceedings in court to enforce this subpart.

## **Board Policy Descriptor Code: JBD Absences & Excuses**

It is the policy of the Trion City Board of Education to be in compliance with the Chattooga County Attendance Protocol in its entirety. Additionally, it is the policy of the Trion Board of Education that students must attend school each day school is in session for the entire school day, unless the student is absent due to one or more of the reasons specified in law and State Board of Education Rule 160-5-1-.10 as follows:

1. Personal illness or attendance in school endangering a student's health or the health of others;
2. A serious illness or death in the student's immediate family (which shall be defined as father, mother, grandparents, sibling, or relative living in the house with the student) necessitating absence for school;
3. A court order or an order by a governmental agency, including pre-induction physical examinations for service in the armed forces, mandating absence from school;
4. Celebrating religious holidays necessitating absence from school; and
5. Conditions rendering attendance impossible or hazardous to student health or safety.
6. A period not to exceed one day is allowed at the discretion of the local unit of administration, for registering to vote or voting in a public election.
7. A student whose parent or legal guardian is in military service in the U. S. armed forces or National Guard, and such parent has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting will be granted up to 5 days of excused absences per school year to visit with his or her parent prior to the parent's deployment or during the parent's leave.

Students shall be counted present when they are serving as pages of the Georgia General Assembly and/or while representing the school in an activity approved by the school and/or the Trion City Board of Education.

The student must submit to the principal documentation each day or portion of the day the reason the student was absent in the form required by the principal within 3 days after returning to school. All such documentation will be evaluated by the principal or a designee to determine if the absence is excused or unexcused. If the required documentation is not furnished or the reason for the absence is other than stated above, the absence shall be considered as unexcused. Notes from parents excusing absences from school will only be accepted for five (5) school days each year, seven (7) days each school year for elementary students. Any absence over five (5) for middle and high school students, and seven (7) for elementary students will require a doctor's note or legal excuse in order to be considered excused.

A student may make up all school work or assignments for each excused absence, including tests, after returning to school in the time prescribed by the student's principal. If the student fails to make up work within the prescribed time, the student will be denied credit for all work not completed. A student will not be penalized academically for all work made up during the time and in the manner prescribed.

Unexcused absences shall be a violation of the student code of conduct and students with unexcused absences shall be disciplined as appropriate, which can include assignment to in-school suspension.

Students with unexcused absences will not be permitted to make up work unless extenuating circumstances exist as determined by the principal or a truancy treatment team appointed and functioning as prescribed by the following procedures and additional procedures consistent with this policy to be developed by the superintendent or designee.

The Truancy Treatment Team in each school is a standing committee composed of members appointed by the Superintendent or designee.

The Truancy Treatment Team shall use the following guidelines in determining whether to grant a waiver:

- a. If the student has unexcused absences, the principal shall determine whether there exists unusual conditions or extenuating circumstances relating to the student's personal life or family situation which would require that the provisions of this policy be waived. If so, the student shall be allowed to make up missed work and shall not be denied credit for the semester based on excessive absences. If the student has unexcused absences and there are no unusual conditions or extenuating circumstances relating to the student's personal life or family situation, the student shall not be allowed to receive credit for the semester, even if the student otherwise has passing grades.
- b. If the student or student's parent desires to appeal the decision of the principal, then the Truancy Treatment Team shall hear the appeal and determine if there are unusual conditions or extenuating circumstances as specified above which would justify allowing the student to make up missed work.

The Superintendent and/or his or her designee has the authority to enact additional rules consistent with this policy to carry out the intent of the policy.

If the decision of the Truancy Treatment Team is not satisfactory to the student, he or she may appeal to the Superintendent. The appeal must be made within two weeks after the student has been furnished with the decision of the Truancy Treatment Team, either by mail or in person. The decision of the Superintendent shall be final.

Date Adopted:	3/19/2007
Last Revised:	4/13/2015



Trion City Schools

## Elementary, Middle, and High Schools Absences and Excuses

### **REFERRAL PROCESS FOR ABSENCES**

#### **Three (3) unexcused absences in grades K-12.**

A letter will be sent to the parent/guardian via certified, registered mail, with return receipt requested, and by first class mail. The letter will notify the parent/guardian of a truancy meeting that must be attended to sign an attendance contract. For grades 6-12, the letter will also inform the parent/guardian that the child will lose credit for his/her classes for that semester if the child has another unexcused absence.

**If there are any unexcused absences after signing an attendance contract or failure to cooperate at any time, in grades K-12. , the matter may be pursued in either Juvenile or Magistrate Court.**

#### **Four (4) unexcused absences in grades 6-12.**

Parents/guardians will be notified via certified, registered mail, with return receipt requested, and by first class mail. The letter will notify parents/guardians that the child has lost credit for his/her classes for that semester. The decision may be appealed by process outlined in JBD "Student Attendance, Absences and Excuses."

#### **Four (4) parent notes in grades K-12.**

Parents/guardians will be notified by first class mail that the child has presented four parent notes for absences. The letter informs the parent/guardian that the school will only accept one additional parent note. After (5) parent notes for middle and high school students, and (7) for elementary school students, the school will not excuse the child's absences without a doctor or legal excuse.

#### **Five (5) unexcused absences in grades K-12.**

As required by law, the parent/guardian will be notified by certified, registered mail, with return receipt requested, and by first class mail. Students and/or parents may be referred to Magistrate or Juvenile Court for violation of O.C.G.A. 20-2-690.1 Compulsory School Attendance Law.

#### **Eight (8) total absences for the year in grades K-12.**

The truancy treatment team will review attendance and if deemed necessary, a certified, registered letter, with return receipt requested, will be sent notifying parent/guardian of a truancy meeting that must be attended to sign an attendance contract. Failure of the parent to attend the meeting or failure to follow the terms of the attendance contract may result in charges being filed with Magistrate Court and/or Juvenile Court for violation of O.C.G.A. 20-2-690.1 Compulsory School Attendance Law. **If there are any unexcused absences after signing a Truancy Contract or failure to cooperate at any time, in grades K-12. , the matter may be pursued in either Juvenile or Magistrate Court.**

### **Referral Process for Tardies**

The procedures for tardies will be developed at the school level through the discipline policy, see the student handbook for details.

#### **Ten (10) and Fifteen (15) Tardies**

When the child reaches (10) total tardies for the school year, the child will be referred to the Truancy Treatment Team. Only 5 parent notes will be accepted as being excused for tardies. The child must have a doctor's excuses or legal excuses after the 5 parent notes. The parent/guardian will be notified via certified registered mail, with return receipt requested, and by first-class mail. The letter notifies the parent/guardian of a truancy meeting that must be attended to sign an attendance contract. At fifteen (15) tardies, the student and/or parent may be referred to Magistrate Court and/or Juvenile Court for violation of O.C.G.A. 20-2-690.1 Compulsory School Attendance Law.

## **Board Policy Descriptor Code: JBCB Nonresident Students**

Out-of-city students wishing to apply for enrollment in the Trion City School System may do so if space and facilities are available and the student is in good standing with his resident school. School principals will make the decision on admitting non-resident students; however, their admission does not mean permanent or ongoing acceptance into the Trion School System.

To continue the privilege of attending Trion City Schools as non-residents, students must maintain satisfactory academic, attendance and discipline records. School principals may recommend to the Superintendent the revocation of permission to attend as non- resident students who fail to maintain satisfactory records. Parents shall be notified of such revocation without the necessity of convening a disciplinary tribunal. The decision of the Superintendent is final.

Any resident student who moves from the city after school starts may remain enrolled without paying admission or tuition fee provided he/she had been a resident in the city six months prior to enrollment and ample space is available.

Admission fees and tuition charges must be paid in full before attending classes. All fees and tuition charges are non-refundable after the student has attended any class.

Any non-resident student or any person making an application for a non-resident student and knowingly or willfully falsifying an application shall cause the student to be dropped immediately from the school roll. Any future application shall be submitted to the Superintendent and reviewed by the Trion Board of Education. The action of the Board shall be final.

The Trion City Schools do not discriminate on the basis of race, sex, or disability in decisions regarding the admission or dismissal of non-resident students.

Trion City Schools  
Date Adopted: 3/19/2007

## **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 educational 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.

1. 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.

# Gifted and Talented Program

The Georgia State Board of Education defines a gifted student as

“...a student who demonstrates a high degree of intellectual and/or creative ability(ies), 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 levels commensurate with his/her abilities.”

Trion City provides services for identified gifted students at all grade levels. The gifted program is designed to meet the specific needs of these students and extend competencies in the areas of cognitive skills, collaboration, problem-solving, creativity, reference skills, and communication skills beyond the experience of the regular classroom. Trion City's Quest program is state-funded. The procedures for identifying and placing students in the gifted program are governed by the Georgia State Department of Education.

## EVALUATION FOR GIFTED ELIGIBILITY

Students in Trion City Schools are evaluated periodically for gifted eligibility.

- During the first semester of grades K-12, teachers observe all students for characteristics of gifted students and make referrals.
- Teacher, parent, peer and self-referrals are accepted each year during specified referral windows.
- Eligibility team meetings and formal testing continue until May.
- During the last semester of first grade, all students are evaluated on the basis of scores from the administration of the CogAT test. During the first semester of 3rd, 5th, and 8th grade students are evaluated based on scores from ITBS.

## IDENTIFICATION AND PLACEMENT OF STUDENTS IN THE GIFTED PROGRAM

### **Referrals:**

Students may be referred by teachers, parents, peers, or as a result of district-wide testing. Referral windows are set at three intervals throughout the school year. Referrals are reviewed by the gifted eligibility team. This team determines which students will be formally evaluated.

### **Evaluation:**

Following parental consent, the local school evaluates the student's mental ability, achievement, creativity, and motivation through the use of nationally normed test, instruments, performances, and standardized rating scales, as outlined by the State Department of Education guidelines.

### **Eligibility:**

The eligibility team at the local school reviews the relevant information about the referred student. A decision is made by the team according to state eligibility regulations regarding eligibility or the need for further assessment.

## ELIGIBILITY CRITERIA

To be eligible for gifted services, a student must either:

(a) score at the 99th percentile (for grades K-2) or the 96<sup>th</sup> percentile (grades 3-12) on the composite or full-scale score of a standardized test of mental ability AND the 90<sup>th</sup> percentile on the total battery, total math, or total reading section of a standardized achievement test OR

(b) qualify through the multiple-criteria assessment process by meeting the criteria in any three of the following four areas:

1. **Mental Ability**- 96th percentile on a composite or appropriate component score on a standardized test of mental ability.
2. **Achievement**- 90th percentile on a Total Battery, Total Reading or Total Math section of a standardized achievement test.
3. **Creativity** – 90th percentile on the total battery of a standardized test or Superior rating (90%) on a standardized creativity characteristics rating scale.

4. **Motivation** – Superior rating (90%) on a standardized motivation scale. In grades 3-12 a student may also qualify by obtaining a certain grade point average in courses taken in language arts, mathematics, science, social studies, and foreign language over the past two years. This qualifying GPA must be achieved by no more than 10% of the students in each grade level and may not be lower than 3.5, but probably will be higher.

- Any data used to establish eligibility in one area cannot be used to establish eligibility in another area.
- Any test score, evaluation instrument, or product/performance used to establish eligibility must be current within two years. Students that are tested and are not determined eligible for gifted services cannot be tested until at least two years have elapsed from the initial gifted screening date.
- Outside data may be accepted and considered but cannot be substituted for school-generated data to determine eligibility.
- Students that transfer into the district from another Georgia school district where they were identified and placed into a gifted program are automatically eligible for gifted services. Students from gifted programs outside of the state of Georgia are not

automatically placed into the gifted program. Testing procedures and eligibility screening must be reviewed to determine alignment with Georgia guidelines.

#### Gifted Curriculum

Gifted services must meet Georgia Performance Standards while providing a differentiated curriculum based on the needs of gifted students. This gifted curriculum includes more elaborate, complex, and in-depth study of major ideas, problems, and themes than would ordinarily be available in the regular classroom. The curriculum blends instruction in math, science, social studies, language arts, reading, and fine arts into units that examine central themes, issues, problems, and topics. Students may also have opportunities for independent studies on topics that interest them. Fundamental to curricula developed for gifted students are learning experiences that develop the use of higher-level thinking skills and processes. This instruction enables students to apply these skills and make informed decisions, understand and apply concepts, make judgments, and define, create, and implement strategies for solving problems.

#### Delivery Models

The needs of able learners are diverse. Trion City Schools use a combination of delivery models to meet the needs of the gifted students. Available models include:

##### Direct Services

- A. Resource Model (pull out)- Grades K-12
- B. Advanced Content – Grades 6-12
- C. Cluster Grouping – Grades K-12

##### Indirect Services

- D. Collaborative K-12
- E. Mentorship/Internship 9-12

#### Mission

- To identify students for the gifted program as outlined by the Georgia Department of Education (SBOE Rule 160-4-2-.38).
- To provide a rigorous, challenging, and diverse curriculum for students in the gifted program.
- To provide opportunities to express their extraordinary and unique abilities through activities designed to produce advanced research skills, develop critical and creative thinking and problem solving skills, and increase communication skills.

#### Program Goals

Gifted students will:

- Develop advanced research skills and methods.
- Develop and practice creative thinking and creative problem-solving skills with a variety of complex topics within the area of study.
- Develop and practice critical thinking and logical problem-solving skills in the pertinent academic area.
- Develop advanced communication skills.
- Develop and understanding of self and how their unique characteristics may influence interactions with others.

Trion City Schools

## **Rights Under the Protection of Pupil Rights Amendment (PPRA)**

PPRA affords parents certain rights regarding our conduct of surveys, collection, and use of information for marketing purposes, and certain physical exams. These include the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

- Receive notice and an opportunity to opt a student out of –

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

- Inspect, upon request and before administration or use –

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer to from the parents to a student who is 18 years old or an emancipated minor under State law. Trion City Schools has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Trion City Schools will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Trion City Schools will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Trion City Schools will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys.

Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5901

## **Family Educational Rights and Privacy Act (FERPA) for Directory Information**

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Trion City Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Trion City Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Trion City Schools 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 educational 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.<sup>1</sup>

If you do not want Trion City Schools to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing within two weeks of your child enrolling in the district.

Trion City Schools has designated the following information as directory information:

- Student's name
- Weight and height of members of
- Electronic mail address athletic teams
- Photograph
- Degrees, honors, and awards
- Participation in officially recognized activities and sports
- Grade Level
- Student work



## **Notification of Rights under FERPA for Elementary and Secondary Schools**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the School to amend a record should write the School principal [or appropriate school official], clearly identify the part of the record they want to be changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

[NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-8520

## **Right to Know Professional Qualifications of Teachers and Paraprofessionals**

Date: August 4, 2023

Dear Parents,

In compliance with the requirements of the Every Student Succeeds Act **Trion City Schools** would like to inform you that you may request information about the professional qualifications of your student's teacher(s). The following information may be requested:

- Whether the student's teacher-
  - has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
  - is teaching under emergency or 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.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If you wish to request information concerning your child's teacher's qualification, please contact the **Federal Programs Director, Mrs. Angie Bowman at 706-734-2086.**

Sincerely,  
Angie Bowman  
Federal Programs Director

## **Notice of Rights of Students and Parents Under Section 504**

Section 504 of the Rehabilitation Act of 1973, commonly referred to as “Section 504”, is a nondiscrimination statute enacted by the United States Congress. The purpose of Section 504 is to prohibit discrimination and to assure that disabled students have educational opportunities and benefits equal to those provided to non-disabled students.

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

Trion City Schools

## Board Policy: Homeless Students

### Board Policy Homeless Students

**Descriptor Code: JBC(1)**

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Trion City Schools - Board Policy Manual  
Administrative Regulation  
Homeless Students

Descriptor Code: JBC(1)-R Homeless Students

#### Definition

Homeless students are defined as lacking a fixed, regular and adequate nighttime residence, including children who are:

1. Sharing the housing of other persons due to loss of housing or economic hardship;
2. Living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations
3. Living in emergency or transitional shelters;
4. Are abandoned in hospitals;
5. Awaiting foster care placement;
6. Living in public or private places not designed for or ordinarily used as a regular sleeping accommodation for human beings;
7. Living in cars, parks, public spaces, abandoned buildings, substandard housing, transportation stations or similar settings;
8. Migratory children living in conditions described in the previous examples; and
9. Unaccompanied youth who are not in the physical custody of a parent or guardian.

#### Identification

Homeless children and youth will be identified through three main sources:

1. School personnel will be trained to inquire about homelessness upon enrollment and withdrawal of students (Student Residency Questionnaire). School personnel will notify homeless liaison of any possible students in transition.
2. School staff will be trained annually on how to identify children in class who may be experiencing homelessness and appropriate procedures to follow.
3. Memorandums of Agreement will be developed and renewed annually to create partnerships between community agencies and the school system to identify children and youth experiencing homelessness. Outreach material will be provided to partner agencies by the homeless liaison to provide public notice of homeless children and youth rights.

#### School Selection

Each child and youth in transition has the right to remain at his or her school of origin or to attend any school in the attendance area in which they are currently residing. School of origin means the school that the student attended when permanently housed or the school in which the student was last enrolled. Children and youth in transition shall remain at the school of origin, to the extent feasible, unless it is against the parent's or youth's wishes. These students are eligible to remain in their school of origin for the duration of their homelessness and until the end of the academic year in which they obtain permanent housing. Instead of remaining in the school of origin, parents or guardians of homeless students may request enrollment in the school located in the attendance area where the student is actually living. If it is not feasible for the student to continue in their school of origin, the student shall be assigned or transferred to the school in the attendance area in which the child is actually living.

In that case, if the parent or guardian does not agree, the school system will provide a written explanation as required by federal law (see Form). Feasibility of remaining at the school of origin shall be centered around the best placement for the student. Issues to be considered include but are not limited to:

- Safety;
- Continuity of instruction;
- Possible location of future housing;
- Remaining time in academic year;
- Anticipated length of stay in temporary residence;
- School placement of siblings; and
- Whether the student has special needs that would render commute difficult.

#### Enrollment

Students identified as homeless have the right to immediate enrollment in school. If the parent or student is unable to produce records normally required for enrollment, such as previous academic records, medical records, proof of residence or immunization records, the student shall be enrolled and the school shall immediately contact the school last attended by the student to obtain the relevant academic and other records. If the student needs to obtain immunizations, or immunization or medical records, the school shall immediately refer the parent or guardian of the student to the school homeless contact or district liaison for homeless students who shall assist in obtaining necessary immunizations or immunization or medical records. The school will obtain appropriate information sufficient for the homeless liaison to contact the parent or guardian of the student. This applies to unaccompanied youth as well. Under guardianship or custody, unaccompanied youth may enroll themselves or be enrolled by a non-parent caretaker over the age of 18 or the district homeless liaison.

If there is an enrollment dispute, the student shall be immediately enrolled in the school in which enrollment is sought, pending resolution of the dispute. The parent or guardian shall be informed of the district's decision and their appeal rights in writing (see Form). The district's liaison will carry out dispute resolution as provided by the state plan. Unaccompanied youth will also be enrolled pending resolution of the dispute.

#### Transportation

Homeless students are entitled to transportation to their school of origin or the school where they are to be enrolled. Transportation shall be provided for the duration of the transition. If the school of origin is in a different district, or a homeless student is living in another district but will attend his or her school of origin in this district, the districts will coordinate the transportation services necessary for the student, or will divide the costs equally. Transportation services may be provided through district transportation, gas vouchers, or public means. If transportation is requested by parent or guardian, a Transportation Request form should be filled out by school staff and forwarded to the district liaison and Transportation Director.

#### Disputes

If a dispute arises over any issue related to the rights of children and youth in transition, the child or youth in transition shall be immediately enrolled and provided all services until dispute is resolved in accordance with federal law. The school must provide the parent, guardian, or unaccompanied youth with a written explanation of its decision and the right to appeal with the district homeless liaison contact information (see Dispute Form). The liaison shall ensure enrollment and appropriate services until the dispute is resolved. All records of disputes should be kept. The state level appeals process should also be provided following the district level appeal.

#### Services

Children and youth in transition shall be provided comparable services to other students including:

- Transportation;
- Title I;
- Education services where they meet eligibility criteria;
- Vocation and technical education program;
- Gifted and talented program;
- School Nutrition; and,
- Before and after school care.

Other services provided to facilitate education include school supplies, school clothes, health services, summer programs, emergency assistance, counseling services and tutoring services.

Upon being identified as homeless, students automatically qualify for free and reduced lunch. The district homeless liaison or designee shall forward necessary information to Nutrition Services to facilitate the free/reduced lunch process.

Title I services should also be made available to all children and youth in transition, regardless of the school of enrollment's Title I status. Appropriate funds should be set aside to provide comparable services to those students. The district Title I plan should coordinate with the McKinney-Vento services through collaboration between Title I Director and the district homeless liaison.

#### Collaboration

The district's liaison for homeless students and their families shall coordinate with local social service agencies that provide services to homeless children and youths and their families; other school districts on issues of transportation and records transfers; and state and local housing agencies responsible for comprehensive housing affordability strategies. This coordination includes providing public notice of the educational rights of homeless students where such students receive services, such as schools, family shelters, and soup kitchens. The district's liaison will also review and recommend amendments to district policies that may act as barriers to the enrollment of homeless students.

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#### Trion City Schools

<b>Georgia Code</b>	<b>Description</b>
O.C.G.A. 20-02-0150	<a href="#"><u>Eligibility for enrollment</u></a>
O.C.G.A. 20-02-0293	<a href="#"><u>Student attending school in system other than system of student's residence</u></a>
O.C.G.A. 20-02-0690.1	<a href="#"><u>Mandatory education for children between 6 and 16</u></a>
O.C.G.A. 20-02-0694	<a href="#"><u>Administration/enforcement of attendance reqts.</u></a>
Rule 160-5-1-.28	<a href="#"><u>Student Enrollment and Withdrawal</u></a>
O.C.G.A. 20-02-742	<a href="#"><u>MTSS - Suspension and Expulsion</u></a>

<b>US Code</b>	<b>Description</b>
42 USC 11431	<a href="#"><u>McKinney-Vento Homeless Assistance Act</u></a>

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

**HB 402**  
**Water Safety**  
**GA Code 20-2-229.3**

At the beginning of each school year, each public school or local school system shall provide the parents and guardians of each child enrolled in such school or school system with information on the important role water safety education courses and swimming lessons play in saving lives. Accidental drownings can be largely avoided through vigilant supervision, swimming skills, and water safety training. Trion City Schools does not currently offer water safety classes, but you may contact your local YMCA or recreation departments for more information.

**HB 147**  
**School Safety**  
**Safe School Act**

Student and staff safety is our first priority. School safety plans, training, and drills are conducted and reported to the Georgia Emergency Management and Homeland Security Agency. Safety drills include fire, severe weather, lockdown, and evacuation.

## **Trion City School** **School Nutrition Program**

Our School Nutrition Staff offers nutritious and delicious meals that will promote learning and retention within the instructional day. Our main concern is the health and well-being of all students.

A menu will be sent home with your child and will also be posted on the school website, <http://www.trionschools.org>.

You will receive an application for Free & Reduced meals or you may fill out an online application. Applications will be accepted throughout the year. A new application will need to be completed each school year. Please submit your application promptly to ensure your child receives the benefits so that you will be charged the correct amount.

We offer two types of pre-payment systems. My School Bucks is an online system that you can use to put money in your child's account from home with your debit or credit card for a small fee. You may also check your balance and receive notifications when the balance gets low: <http://www.myschoolbucks.com>. We also have a pre-payment envelope to enclose cash or check and return to school with your child. Please make sure your child's name and teacher's name are on the envelope, and that it is sealed properly. We discourage parents from sending cash or coins that are not in a sealed envelope.

Emergency meals are allowed just in case your child forgets his or her money. We do allow delayed payment for meals; however, it is only a courtesy and is not encouraged. If you need further information please contact the School Nutrition Manager, 706-734-2991 ext. 1010, or the School Nutrition Director, 706-734-2991 ext. 1009.

### **Trion School 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 meals 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 the 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.

In the event a student does not have money in their account, they will be allowed to charge a meal, but cannot charge a la carte items. If the student's account is in arrears of more than \$10.00, the cafeteria manager may call the parent to discuss payment. Notice of any negative balance will also be communicated to parents by the cafeteria sending letters home weekly or bi-weekly with the students so that parents know a deposit needs to be made. The cafeteria will ask that the principals help support the cafeteria in collecting unpaid balances. Privileges may be taken away from students, according to what is age-appropriate, if the cafeteria has made efforts to collect a balance that has still been unpaid. If a student withdraws or graduates and leaves an unpaid balance, the school from which they left will be expected to help cover the balance.

New students will have an account created once the office notifies the cafeteria manager they have enrolled. The new student will be placed in a paid status unless information is provided to show free or reduced eligibility. The student will be allowed charging privileges the same as other students where meals and a la carte items are concerned.

Parents can call to request an account balance or transaction history report to see purchases and deposits. At a parent's request, the cafeteria can also put blocks on extra purchases or limit on the amount of purchases.

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.

If a student withdraws or graduates, they are expected to pay any negative balance or will receive a refund if there is a positive balance. The elementary, middle, and high school offices are expected to make every effort to contact the cafeteria when a student is withdrawing so the balance on the account can be handled accordingly.

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



## **Alma Mater**

We love thee, school of Trion  
Among thy dear hills,  
We love thee, school of Trion  
Our very hearts thrill.  
To think of thy bounty  
Poured out by God's hand,  
On Trion, dear Trion,  
Our own favored land.  
Thy hilltops serene  
Call us out from all strife.  
Thy woods and wildflowers  
Add rapture to life.  
Thy streams ever changing  
Flow true to the sea.  
And may we, thy children,  
Live true unto thee.