

Trion Elementary School

2023 - 2024

Student Handbook



TRION ELEMENTARY SCHOOL

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2023 - 2024 Trion Elementary School

Faculty and Staff

Superintendent:

Dr. Phil Williams

Assistant Superintendent:

Dr. Howard Hughes

Principal:

Beth Pelham

Assistant Principal:

Christian Brock

Counselor:

Christy Brown

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

The Vision of the Trion Elementary School:

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

The Mission of the Trion Elementary School:

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

The Beliefs of Trion Elementary School:

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



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I. INTRODUCTION

Trion City School Mission Statement

The mission of Trion City Schools is to work in partnership with students, families, and the community to ensure each student acquires the knowledge, skills, and core values necessary to achieve personal success and to enrich communities as an engaged and productive citizen.

Trion Elementary School Mission Statement

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

Trion Elementary School Vision Statement

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

Trion Elementary School Beliefs

We believe that...

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



@TrionElementarySchool

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 Elementary 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.

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

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



ClassDojo

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.

II. STUDENT RESPONSIBILITIES

Elementary School Bell Schedule

- 7:00 - 7:30** All Students in Cafeteria
At this time, all students should be dropped off in front of the school, and may NOT be dropped off on the side entrances.
- 7:00 - 7:50** Breakfast Served
- 7:30 - 7:50** All students NOT eating breakfast will be released from the cafeteria and will go to their homeroom teacher's class. Teachers monitor classrooms, halls, and drop off areas. Students should be dropped off during this time at their designated drop-off points.
- 8:00** All students should be in their classroom. Any student, not in their classroom, must report to the office to receive a tardy slip. Parents dropping their children off at school after 8:00 am must bring their child into the school and sign them in at the office.
- 10:30 - 11:00** Pre-K Lunch
- 10:35 - 11:10** Kindergarten Lunch
- 10:40 - 11:15** First Grade Lunch
- 10:50 - 11:25** Second Grade Lunch
- 11:05 - 11:40** Third Grade Lunch
- 11:20 - 11:55** Fourth Grade Lunch
- 11:20 - 11:55** Fifth Grade Lunch
- 2:10** Pre-K Dismissed
- 2:30** Kindergarten, First Grade, and Second Grade Dismissed
- 2:55** Third Grade, Fourth Grade, and Fifth Grade Dismissed
- 6:00** After School Program Ends

Closed Campus

We operate a closed campus. Students must stay on the school grounds from the time they arrive (even if homeroom/first 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. Any student not picked up within 15 minutes of their pick-up time will be immediately taken to the After School Program, and charges will be incurred. If a student is taken to ASP, the parent must then come to the office and sign the student out of school.

Visitors

Parents are encouraged to schedule appointments to meet with teachers, the principal, or the counselor.

For the safety of our students, all visitors/parents must report directly to the office and wear a visitor's badge. Please do not enter the building through hallway doors or request to be buzzed into a building other than the front door, even when the school day is about to end. There can be no waiting at classroom doors for dismissal.

Teachers will not release any student without notification from the office.

The situation with Covid-19 may dictate changes to our visitor policy. Please be patient with us as we continue to monitor the situation and take all precautions to keep our students and staff as safe as possible.



Media Center

The Media Center is open from 8:00 - 3:30, Monday through Friday. Books may be checked out for two weeks. Any damaged or lost book will be charged to the student. Lost library books are charged at replacement cost.

Cafeteria

The cafeteria serves breakfast from **7:20 - 7:50**.
The cost for breakfast is **\$1.50 per student**.
The cost for lunch is **\$2.60 per student**.

Students may eat in the cafeteria or bring lunch from home, but they will not be allowed to have outside food (fast food) brought in from any visitor.

Elementary children are not allowed to purchase sodas during the school day, nor should they bring sodas from home. Students may have water bottles during class and water, milk, juice, or other healthy drink option at lunch.

The purchase of snacks will not be allowed in lieu of a healthy lunch.



Parents are welcome to join students for lunch by appointment only. Please contact Mrs. Angie Thomas (angie.thomas@trionschools.org) to schedule a date.

Money sent for lunch must be sent in an envelope marked with the student's name, date, homeroom teacher, amount, and lunch money.

Please check our menu on our school website, Class Dojo, and Facebook page.

If you need any assistance or information regarding the cafeteria or your child's lunch account, please call: **706-734-2638** and speak to the *Director of School Nutrition*.

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.

Attendance

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

1. Illness of the student.
2. Serious illness or death in the immediate family (mother, father, brother, sister, or grandparents).
3. Court order by governmental agency.
4. Religious holidays.
5. 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.
6. 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.
7. 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.

Absence Notes

All notes must include the full name of the student, his/her grade, date(s) of absence(s) or early dismissal, the reason, signature of parent or guardian, and home/work telephone number of the parent or guardian. Seven 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.

Admit To Class Notes

When an elementary school student returns to school following an absence, the student must present a note from the parent or legal guardian explaining the absence to their teacher. The teacher will turn this note into the office and the note will be placed in their permanent file for future reference, if needed.

If a note from home is not brought to school within 3 school days, the unexcused absence will stand.

Unexcused absences will result in a zero for each missed assignment in **every class**. Please refer to *Attendance Policy JBD* for further explanations.

Tardy To School

Students are expected to be at school on time.

If a student is tardy to school, parents are expected to bring their child to the office and sign him/her into school.



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. In an emergency situation, 911 will be contacted. When the school nurse sends a student home, it is considered a "doctor" note for attendance purposes. 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.

It is critical that children who are sick, have a fever, or are showing any symptoms of Covid-19 be kept at home until being released by a doctor.

Make-up of Missed Work

Making up missed work is expected.

The student or parent is expected to meet with the teacher and get the make-up assignments. 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 makeup assignments after school, call and talk to the teacher on their planning period, or email the teacher. A zero is given for any assignment, until the work is complete.

STEAM Extremes and Teacher Planning Periods

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

Pre-Kindergarten	2:15-3:15
Kindergarten	1:05-1:55
First Grade	12:15-1:05
Second Grade	11:25-12:15
Third Grade	2:05-2:55
Fourth Grade	8:50-9:40
Fifth Grade	9:40-10:30

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. Both 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 or check the parent portal. If you need the log-in information for the parent portal, please contact the school.



After-School Assistance Programs

Many times a student with passing grades still needs extra help after school.

- **Remediation - (Reading/Math)**

Teachers will identify students performing below grade level in reading and math based on MAP, Milestones, and other assessment data. Teachers will provide additional academic support to these

students after school through the utilization of Compass, Headsprouts, Study Island, and other research based resources.

Academic Incentives

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

- **Honor Roll**
These students achieve an overall average of **90** or above, with no grade below 85 in all classes with the exception of extremes. A passing grade must be maintained in all classes (including extremes) to be eligible.
- **Star Roll**
These students achieve an overall average of **95** or above, with no grade below 90 in all classes with the exception of extremes. A passing grade must be maintained in all classes (including extremes) to be eligible.
- **Various awards and rewards**
These awards are presented during the year and at the end of the school year.

Textbooks

Each student is responsible for the care of all books, including "Nicky Folders" issued to him/her. Any damage to books other than from normal wear is the responsibility of the student. The student will be expected to pay for damages to books or to replace books at replacement cost.

Lockers

Fourth and Fifth grade students will have access to lockers. Personal locks will not be allowed. Misuse of a locker will result in a locker being taken away. **Please remember the following: Proper authorities can inspect lockers at any time.**



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. Toys are not allowed at school unless pre-approved by a teacher.

Book Bags/Backpacks/Bags

Book bags and backpacks are encouraged for students. We ask parents to not allow your student to bring a rolling book bag backpack. Book bags and backpacks can be inspected by school personnel at any time. Fourth and fifth grade students must keep bags (backpacks, purses, fanny packs, etc) in lockers.

Lost and Found

Lost articles should be reported to a classroom teacher or to the office immediately. Books found on school property will be placed in the Media Center. Valuable articles, such as jewelry, will be held in the office and released to their owners after identification has been made. Lost and found articles, except books, will be located in buckets in the hall and in the gym, and at various times during the school year will be given to local charities. Parents are encouraged to help their child keep up with their items. Please make sure all items your child brings to school have the child's name written with permanent marker.

Assemblies

Any school-sponsored event, including presentations, movies, club meetings, etc., is considered 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 such future activities.



Physical Contact

Body contact and public displays of affection (including hand holding, etc.) is not permitted. Occurrence will result in disciplinary action.

School Safety

Safe Schools Act - HB 147

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.

Dress Code

The following guidelines will be followed:

1. Hair should be clean, neat, and well-groomed at all times. Hair coloring distracting to the academic environment is not permitted.
2. Hats or sunglasses may not be worn in the building and should not be brought to school.
3. Bandanas may not be worn.
4. Offensively worded or pictured garments, garments that advertise tobacco, alcoholic products and controlled substances, or garments that are sexually suggestive are prohibited. Sweatpants and spandex garments (any tight fitting pants), open blouses and shirts, midriffs or cut-off shirts, undershirts without full shirt, halter-type shirts or blouses, open-backed shirts, pajama pants, and pants with holes on the thigh or above may not be worn. All shirts should cover your back and stomach completely. No undergarments shall be visible.
5. Administration shall use discretion in enforcing the appropriate lengths of garments.
6. Clothing will be worn in the manner in which it was intended, example: belt buckled, pants worn at appropriate levels.
7. Clothing or accessories that could be considered gang related by school officials are prohibited. Visible piercings other than earrings are prohibited.



The principal or other designated school officials shall determine whether any particular mode of dress or grooming results in a violation of this policy. Requirements of dress code could change at any time due to trends in fashion.

Flowers and Balloons

Flowers, balloons, and/or gifts are not allowed to be delivered or brought to the school.



Outside Temperatures and Outside Play

Regarding outside temperatures, please have your child dressed appropriately for outside play.

Recess may occur unless the outside temperature is 32° F or below (with wind chill) or 102°F or above (heat index).

Telephone Use

In EMERGENCIES, students will be allowed to place calls from the elementary office. A note from the student's teacher will be required before the phone may be used. Students will not be permitted to accept phone calls during school hours. Office personnel will deliver a message to students during school hours ONLY in the event of an emergency. **Please make sure students know who is picking them up in the afternoon before they arrive at school in the morning.**

School Organizations and Events

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

- 4-H
- Junior Master Gardener
- CHAMPS
- Fellowship of Christian Athletes
- Participation in events such as Field Day, Red Ribbon Week, field trips, performances, etc.

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.

III. PARENT RESPONSIBILITIES

Visiting the School

All visitors must report to the office upon arrival. Students will not be released to anyone other than the parent or guardian, or approved persons listed on the registration form. The legal guardian must make all changes to listed individuals that may pick up/sign out your child, and that change must be made in person in the office.

School Safety may dictate changes to our visitor policy. Please be patient with us as we continue to monitor the situation and take all precautions to keep our students and staff safe.

SCHOOL VISITOR	
Name:	
Destination:	
Date:	Time In:

Change of Address or Phone Number

The elementary office should be notified immediately of any change in address so that all mailing addresses and phone numbers are accurate.

In case of an emergency situation, we must be able to contact a parent or guardian. It is the responsibility of families to provide current emergency information to your child's school throughout the year as information changes. When students become sick or are involved in an accident during the school day, families will be notified to address the situation appropriately.

Parent Conferences

TES holds three data conferences annually. During these conferences, parents are updated on academic progress, as well as provided family engagement strategies to support learning at home. Additional conferences are scheduled on an as needed basis. 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 his/her child. Achievement is an agreement that parents, students, and teachers develop together, as further outlined in our School-Parent Compact which is available on the TCS website (www.trionschools.org). Parents and teachers work together to ensure maximum growth and achievement success. When arriving for a parent conference, parents report to the main office; office staff will call for a teacher to escort you to the classroom.



IV. TESTING

Student achievement is a top priority at Trion Elementary School. Achievement in school is measured several ways. As benchmark and state-mandated tests are frequently used in class placement, parents are encouraged to stress the importance of these assessments to students.

V. SCHOOL POLICIES

Discrimination Policy

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

If you have questions concerning this, please contact one of the following:

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

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. The sports equity coordinator for this school system is Dr. Phil Williams at 706-734-2363. Inquiries or complaints concerning sports equity in this school system may be submitted to the sports equity coordinator.

Medication Policy

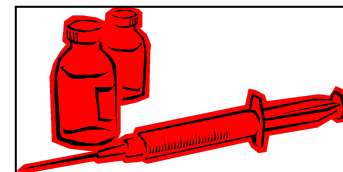
All medication should be walked in by a parent/guardian and turned in to the school nurse. For everyone's safety, students are not allowed to have medication in their backpack or on their person. Medication must be in the original container, correctly labeled with the student's name, and will be dispensed according to the prescribed times. Medication cannot be dispensed without proper documentation completed by the parent.



Trion Elementary School cannot provide any type of medication for you to take internally 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.



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 for which immunization is required and the standards for such immunizations. The child's parents or guardian(s) shall furnish the school

VI. MISCELLANEOUS

Parent Resource Room

Our Family Engagement Specialist is located in the Family Engagement Room. Office hours are 7:30 am – 3:30 pm. Educational information and instructional resources, as well as parent volunteer information, can be accessed through this office.

After-School Program

The After-School Program (ASP) is a **prepay** program created to assist with after-school childcare. The program is operated by adults employed by Trion City Schools and is paid directly from ASP funds.

The ASP operates from 2:30 PM to 6:00 PM. The cost is as follows:

\$3.00 Per Child – If your child stays until **3:30PM**.

\$5.00 Per Child – If your child stays until **5:00 PM**.

\$7.00 Per Child – If your child stays until **6:00 PM**.

All children must be picked up by 6:00 PM.

If any child is not picked up by 6:00 PM, the following late fees apply:

\$15.00 per child – 6:01 PM to 6:15 PM.

\$20.00 per child – 6:16 PM to 6:30 PM.

\$25.00 per child – 6:31 PM to 6:45 PM.

If an account has a negative balance of \$20.00, the child will not be allowed to stay in the ASP and parents will be called to pick their child up from school immediately. This policy is strictly enforced.

All payments should be placed in an envelope with the following information:

**Student Name – Home Room Teacher
ASP Date – Amount**

Payments should be given to the homeroom teacher or placed in the ASP box, inside the main office.

Payments may also be made using the link on the Trion City Schools website. www.trionschools.org

Pay Student Fees

and / or

Make Purchases

Please make checks payable to the:

Trion Elementary School After School Program.

A \$20.00 fee will be charged for each returned check.

All checkouts from ASP will be conducted in the main office. Students will not be released to anyone by the ASP teacher without permission from the office.

All school rules apply to students in ASP. Should there be a need for disciplinary actions; a "three strikes" policy will be enforced.

If a student is taken to the administration three times during the school year from ASP, then he/she will be dismissed from the program. For extreme behaviors, immediate dismissal from the program will occur.

Please contact **Mrs. Pelham, Mrs. Brock, or Cathy Eversole** with questions or concerns.

A snack will be given to each child daily at approximately 3:45 PM. We want to make ASP a place your child enjoys. We will allow them to play games, watch TV, work on homework, play outside, read, and visit with friends. We always welcome comments and suggestions regarding ASP.

Box Tops for Education

Box Tops are now digital. You may download the Box Tops for Education app on your phone to begin collecting Box Tops. Our Art Department uses the funds from this program to offset some of the cost for art materials. We thank you in advance for your assistance.



Drop Off and Pick Up Procedures

Please place the name tag given to you by the teacher on your rearview mirror for faster loading.

Pre – K

Drop-Off and 2:10 PM Pick-Up

All Pre-K students must be picked up where they are dropped off. This point of drop-off and pick-up is at the Pre-K Building Awning. At no time are Pre-K students allowed to walk through the building by themselves. All Pre-K students not picked up by 2:20 PM will be sent to ASP, and parents will be charged accordingly.

Kindergarten

Drop-off

Kindergarten students may be dropped off at the end of K/1 Hall or the front of the school using the inside lane. Parents should come in the main entrance and go around the back of the school, come up Sue Hayes Lane, or use the back entrance beside the High School.

Teachers/Parapros will be on duty beginning at 7:30 AM.

Pick-Up 2:30PM

All Kindergarten students will be picked up at the front of the school. Two lines will be formed and teachers and parapros will load the students in cars. Please place the name tag given to you by the teacher on your rearview mirror for faster loading.

All Kindergarten students not picked up by 2:45 PM will be sent to ASP, and parents will be charged accordingly.



First Grade

Drop-Off

First Grade students may be dropped off at the end of K-1 Hall or the front of the school using the inside lane. Parents should come in the main entrance and go around the back of the school, come up Sue Hayes Lane, or use the back entrance beside the High School. Teachers/Parapros will be on duty beginning at 7:30 AM.

Pick-Up 2:30 PM

First Grade students should be picked up at the end of K-1 Hall. Parents should come in the main entrance and go around the back of the school, or use the back entrance beside the High School. You will not be allowed to come up Sue Hayes Lane and go across traffic. Please do not arrive before 2:00 PM. Your early arrival will interfere with Pre-K pick-up procedures and parking is limited. Any First Grade student not picked up by 2:45 PM will be sent to ASP, and parents will be charged accordingly.

Second Grade

Drop-Off

Second Grade students should be dropped off at the end of 2/3 Hall. Parents should come in the main entrance and go around the back of the school, come up Sue Hayes Lane, or use the back entrance beside the High School. Teachers/Parapros will be on duty beginning at 7:30 AM.

Pick-Up 2:30PM

Second Grade students should be picked up under the right side awning at the end of 2/3 Hall. Parents should only come up Cemetery Hill/Sue Hayes Lane and bear to the right. Should you come from around the back of the school, you will not be allowed to cross traffic. All Second Grade students not picked up by 2:45 PM, will be sent to ASP, and parents will be charged accordingly.



Third Grade

Drop-Off

Third Grade students should be dropped off at the end of K-1 Hall. Parents should come in the main entrance and go around the back of the school, come up Sue Hayes Lane, or use the back entrance beside the High School. Teachers/Parapros will be on duty beginning at 7:30 AM.

Pick-Up 2:55 PM

Third Grade students should be picked up at the end of 2/3 Hall. Parents should come in the main entrance and go around the back of the school, or use the back entrance beside the High School. You will not be allowed to come up Sue Hayes Lane and go across traffic. Please do not arrive before 2:45 PM. Your early arrival will interfere with K-2 pick-up. All Third Grade students not picked up by 3:15 PM will be sent to ASP, and parents will be charged accordingly.

Fourth and Fifth Grade

Drop-Off

Fourth and Fifth Grade students should be dropped off in front of the elementary school. Traffic is one lane and students should exit on the side closest to the school for their safety. Teachers/Parapros will be on duty beginning at 7:30 AM. Do not allow students to exit your vehicle at the end of the 4/5 Hall. A teacher will not be on duty in this area. Stopping your car and allowing your child to exit blocks traffic.

Pick-Up 2:55 PM

Fourth and Fifth Grade students should be picked up at the front of the school. Parents should only come up using the main entrance in front. Should you come from around the back of the school, you will not be allowed to cross traffic. Please do not arrive before 2:45 PM. Your early arrival will interfere with K-2 pick-up. All Fourth and Fifth grade students not picked up by 3:15 PM will be sent to ASP, and parents will be charged accordingly.

Multi-Grades

Drop-Off and Pick-Up 2:55 PM

For families with multiple aged children, we will hold younger child/children until the dismissal time of the oldest child. Our staff will escort younger children to the oldest sibling. If the oldest child is a middle/high school student, the middle/high school student must come to the cafeteria to get the younger students immediately at their dismissal time. Parents MUST notify teachers of pickup arrangements. No elementary school students will be allowed to be dropped off or picked up behind the gym. Elementary school students are not allowed to walk home without being accompanied by a middle or high school sibling.

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 in a child's hair, parents will be notified immediately to come and pick up their child.

The first day absence due to lice is excused, with all following days (for lice) unexcused. Children must be treated at home, and a box top from the medication must be returned to the nurse the day the student returns to school. **On the day the child returns to school, the parent must bring the child into the school to see the nurse.** The nurse will check the child and determine whether the child may stay at school.

Any time lice are found in a classroom, all children in the classroom will be checked and any child found with lice and/or nits will be sent home. Parents should continually stress to their children the importance of not wearing other students' hats, clothing, or hair accessories. The students should also be reminded not to use anyone's comb or brush.

From time to time, classrooms are checked even if a case of head lice is not found. It is also the responsibility of every parent or guardian to report all cases of head lice to the school.

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.

Check Acceptance Policy

Trion Elementary School accepts checks for all payments. Should a check be returned to the school for insufficient funds, parents would be contacted to pick up the check and pay for the check with cash. A **\$20.00**



returned check fee (per check) would be added to the amount of the check. Please understand should this situation occur more than twice, Trion Elementary would only accept future payments in cash. **Money sent for any event must be sent in an envelope marked with the student's name, date, homeroom teacher, amount, and correct change.**

Field Trips

During the year, all grades will take "curriculum based" field trips. Teachers will give parents ample notice and will strive to make the trip cost effective. The cost of all trips will include admission to the event, lunch money if applicable, and transportation cost. Transportation costs include gas, bus driver, and a bus fee. You may send a check, money order, or cash to pay for any field trip. Any time the school prepays for a field trip and your child is unable to attend, money will not be refunded.

Parents are welcome to attend field trips when possible. Should there be a cost involved for adults, parents will be expected to pay those costs up front as well. Parents will not be allowed to ride on school transportation except under special circumstances approved only by the principal.

Due to the number of students attending our field trips, we ask that parents please do not bring siblings. All field trips will be age appropriate for the grade level attending.

Under most circumstances, field trips will return to school before the end of the school day. Students will ride on school transportation to the destination and should return on school transportation. Should a parent or approved adult (ONLY) decide to check out their child on the field trip, teachers must know prior to departing the school. This allows time for verification by the teacher and administration. **Please realize this will count as an early checkout and a tardy for school records.**



If students have received multiple disciplinary infractions, including ISS, throughout the school year, they may not be allowed to attend field trips.

Classroom Parties

All grades will have two classroom parties a year: Christmas Party and End-of-Year Party. Teachers will organize and ask parents to assist as needed.

Trion City Schools Gifted Program

Trion City Schools 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. For information concerning the program, please go to the **Support Services** link at www.trionschools.org.

TES Discipline Plan

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

Voice Level: Inappropriate voice level for location	Weapons: Possession of knife, gun, or toy resembling a weapon, or any object associated with causing harm towards another person
	Repeated Minor Offenses: Classroom managed interventions have proven ineffective and the environment is no longer conducive to learning

Board Policy
Descriptor Code: JBD
Absences and 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

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

- (a) 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.
- (b) 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.
- (c) 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.
- (d) 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: 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

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.

Trion City Schools

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

US Code	Description
42 USC 11431	McKinney-Vento Homeless Assistance Act

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.

Trion Elementary 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 K-12.

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:

- a. on the school ground at any time;
- b. off the school grounds at a school function or event;
- c. adjacent to school grounds;
- d. 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 a 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. Referral to guidance counselor
7. Referral to student support team
8. Counseling with school social worker
9. Referral to school psychologist
10. Utilization of DFACS
11. Referral to truancy treatment team
12. Placement in alternative education program
13. Referral to board of education
14. Referral to juvenile justice system
15. Referral to city and/or county law enforcement agencies

**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.

Revised 04/2015

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.
2. Additional specifics and clarification relation to CIPA
 - a. Access by minors to inappropriate matters on the Internet and World Wide Web.
A web filter is in place to block access to inappropriate web content.
A spam filter is in place to prevent incoming email from delivering inappropriate spam, and malicious software.
 - b. The safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications.
A filter appliance is in place to block access to specific chat tools such as AIM, ICQ, and etc.
The school system recognizes that due to the rapid changing world of internet-based technologies, the involvement of the school system staff is required in order to monitor and police the use of the internet by students. School system staff is committed to remaining actively involved with its students and their internet usage in order to ensure that internet

access is used in an appropriate manner.

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

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

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

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

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

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

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

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

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

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

THE QUEST PROGRAM



Trion City Schools Gifted and Talented Services

"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 first semester of each school year, grade levels K-10 will be evaluated based on results from the MAP which is administered during August/September.

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 tests, 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 96th percentile (grades 3-12) on the composite or full-scale score of a standardized test of mental ability **AND** the 90th 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 6-12, 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 gifted students. Available models include:

Direct Services

- A. Advanced Content – Grades K-12
- B. Cluster Grouping – Grades K-12

Indirect Services

- C. Collaborative K-12
- D. 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 pertinent academic areas.
- Develop advanced communication skills.
- Develop an 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.¹

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

Trion City Schools

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

Trion City Schools

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.

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.

The full price for breakfast is **\$1.50** and the reduced price is **\$0.00**. A full-price lunch is **\$2.60** and the reduced price is **\$0.00**.

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.

Charge Policy

Trion School Cafeteria

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.