

# TALIAFERRO COUNTY SCHOOL

557 Broad Street  
Crawfordville, GA 30631  
706-986-0396  
[www.taliaferro.k12.ga.us](http://www.taliaferro.k12.ga.us)

2025 - 2026  
STUDENT HANDBOOK



WE are ONE

Talented Creative Striving

To Our TCS Students,

Welcome to the 2025–2026 school year at Taliaferro County School! We are excited to begin another year of learning, growth, and opportunity with you. This year, we want you to discover not only new academic skills but also more about who you are and what you're capable of achieving.

At TCS, we believe in the power of personalized education — a school experience designed to help every student reach their full potential. Our entire staff is here to support you both inside and outside of the classroom. Whether you need help with classwork, motivation, or just someone to talk to, know that you are not alone. We encourage you to get involved, try new things, and take pride in being part of the Jaguar family.

This handbook includes important guidelines, procedures, and expectations that reflect your input, as well as local, state, and federal policies. It's a valuable resource to help you understand how our school operates and what it means to be a successful student at TCS. If you have questions, we invite you or your family to reach out to us at (706) 986-0396, or come in and speak with a teacher, counselor, or administrator.

We've worked hard to build a school environment that challenges and supports every learner. With your effort, and the help of our staff, families, and community, we are confident this will be a year full of progress and achievement. Let's aim high, stay focused, and make this our best year yet.

We believe in you!

Sincerely,  
Shelley Lynn and Tionne Rhodes

**MISSION STATEMENT:** Our mission is to inspire our students to aspire and elevate their life beyond all expectations.

**TCS Vision:** Preparing Lifelong Learners for an Ever-Changing World.

PARENT RESOURCE CENTER

The Taliaferro County School has a resource center available to parents, providing materials regarding literacy skills, child development, sex education, healthy lifestyles, and social development skills. The center is located outside of the front office and is open every day during school hours and at other times by appointment. Please call Mrs. Penny Seals-Banks, the Parent & Family Engagement Liaison at the school at (706) 986-0396 for additional information.

### TALIAFERRO COUNTY SCHOOL DAY

The school day for students attending Taliaferro County School is Monday through Thursday 7:45 a.m. – 3:05 p.m. Friday 7:45 a.m. - 2:30 p.m. Any student arriving later than 8:00 a.m. will be marked tardy and must stop by the Front Office to receive a tardy slip before going to class.

Students that are car riders should be dropped off between 7:30 a.m. and 7:45 a.m.

## 2025-2026 School Calendar

July 2025						
S	M	T	W	T	F	S
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August 2025						
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September 2025						
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October 2025						
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November 2025						
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December 2025						
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28	29	30	31			

Staff Workday
First Day of a Quarter
Last Day of a Quarter/Early Release
Student and Staff Holiday

**Taliaferro County Schools**  
**557 Broad Street**  
**Crawfordville, GA 30631**  
**706-986-0396 (Fax) 706-986-0507**

Jul 28-31	Pre-Planning for All Staff
Jul 30 at 5:00 p.m.	Open House
Aug 1	First Day of School for Students
Sep 1	Labor Day
Oct 3	Last Day of 1st 9 weeks/Early Release
Oct 6-10	Fall Break
Oct 13	First Day of 2nd 9 weeks
Nov 24-28	Thanksgiving Holiday Break
Dec 19	End of 2nd 9 weeks/Early Release
Dec 22-Jan 2	Winter Break
Jan 2	Staff Workday/Student Holiday
Jan 5	First Day of 3rd 9 Weeks
Jan 19	Martin Luther King, Jr. Day Holiday
Feb 16	Presidents' Day Holiday
Mar 10	End of 3rd 9 weeks/Early Release
Mar 11	Staff Workday/Student Holiday
Mar 12-13	Mid-Semester Break
Mar 16	First Day of 4th 9 weeks
Apr 6-10	Spring Break
May 22	Last Day of School/Early Release
May 22 at 7:00 p.m.	High School Graduation
May 25	Memorial Day Holiday
May 26-29	Post-Planning for All Staff

**New and Returning Student Registration begins**  
 July 1, 2025 (visit the website for instructions)

Grades Due	Prog Reports	Report Cards
Sept. 2 / Oct. 1	Sept. 4	Oct. 3
Nov. 11 / Dec. 17	Nov. 13	Dec. 19
Feb. 3 / Mar. 6	Feb. 5	Mar. 10
Apr. 15 / May 18	Apr. 17	May 21

Assessment	Dates
GMAS	Dec. 10-12 April 21-30
ACCESS	Feb 17-27
GKIDS	Aug. 18-22
PELI	Aug. 11-12
GAA	Mar. 23-Apr. 3
MAP Benchmarks	Aug 11-15; Dec 8-10
	Jan 12-13; May 4-6

### Special Honors

Honors Day	May 14 (ES at 9 a.m.)(MS/HS at 10:30 a.m.)
Kindergarten Graduation	May 15 at 9 a.m.
8th Grade Promotion Ceremony	May 13 at 6 p.m.
Graduation	May 22 at 7 p.m.

January 2026						
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February 2026						
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March 2026						
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April 2026						
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May 2026						
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June 2026						
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# Taliaferro County School District

## Administration & Departmental Contacts

- Andreana Jones, Superintendent/Federal Programs Director
- Shelley Lynn, Assistant Principal/K-5 Educational Director & Gifted Coordinator
- Tionne Rhodes, Assistant Principal/6-12 Educational Director
- Shena Noble & Allison Pittard, Director of Finance & Human Resources
- Randy Garner, School Counselor/Reach Coordinator/Assessment Coordinator/ MTSS
- Audrey Hawkins, Special Education Director/504 Coordinator/ JL PBIS Coordinator
- Clair Woodard, CTAE Director
- Ciara Turner, Athletic Director
- Scott Arenal-Mullen, IT Director
- Jennifer Adams, Media Specialist/AR & Benchmark Coordinator
- Egypt Thomas, Registrar & PowerSchool Administrator/ JL PBIS Coordinator
- Penny Seals-Banks, Parent & Family Engagement Liaison/Homeless Liaison/Reach Coordinator
- Valeria Bowman, Transportation Director & PreK Coordinator
- Roslyn Bell, Lunchroom Manager
- PTA President, Dr. Gregory Rhodes
- Louise Paschall, Front Office

2025-2026 School Directory

Name	Grade/Subject	Email	Phone Extension
Adams, Jennifer	Library/Media Center	jadams@talialferro.k12.ga.us	339
Arenal-Mullen, Scott	Technology	sarenal@talialferro.k12.ga.us	349
Ashmore, Melissa	Nurse	mashmore@talialferro.k12.ga.us	310
Bell, Roslyn	Nutrition Services	rbell@talialferro.k12.ga.us	324
Blockum, Willie	Special Education	wblockum@talialferro.k12.ga.us	318
Bowman, Valeria	Transportation	vbowman@talialferro.k12.ga.us	340
Cervantes, Perla	Pre-K	towens@talialferro.k12.ga.us	313
Cline, Joseph	High School Social Studies	jcline@talialferro.k12.ga.us	331
Dressel, Alecia	3-5 Science	Adressal@talialferro.k12.ga.us	
Dukes, Jasper	Middle & High School Band	jdukes1@talialferro.k12.ga.us	338
Garner, Randy	Counselor	rgarner@talialferro.k12.ga.us	342
Gowen, Megan	3 <sup>rd</sup> - 5 <sup>th</sup> Math	mgowen@talialferro.k12.ga.us	321
Gresham, Kim	Middle School Math/Social Studies	kgresham@talialferro.k12.ga.us	326
Hawkins, Audrey	Special Education	ahawkins@talialferro.k12.ga.us	336
Jones, Andreana	Superintendent	ajones@talialferro.k12.ga.us	305
Lynn, Shelley	Assistant Principal	slynn@talialferro.k12.ga.us	319
McComas, Destiny	K & 1 <sup>st</sup> Grade	dmccomas@talialferro.k12.ga.us	314
Metz, Jessica	2 <sup>nd</sup> Grade	jmetz@talialferro.k12.ga.us	317
Paschall, Louise	Front Office	lpaschall@talialferro.k12.ga.us	301
Patino-Ruiz, Magdalena	Spanish/ESOL	mpatino-ruiz@talialferro.k12.ga.us	322
Pittard, Allison	Finance	apittard@talialferro.k12.ga.us	302
Randolph, Conrad	High School Science	crandolph@talialferro.k12.ga.us	334
Rhodes, Tionne	Assistant Principal	trhodes@talialferro.k12.ga.us	348
Rhodes, Tionne	MS ELA	trhodes@talialferro.k12.ga.us	325
Riley, Melissa	3 <sup>rd</sup> – 5 <sup>th</sup> Grade ELA	mriley@talialferro.k12.ga.us	316
Rolen, Stefanie	High School Math	srolen@talialferro.k12.ga.us	330
Rusher, Patricia	Elementary School Band	prusher@talialferro.k12.ga.us	338
Banks, Penny	Parent Engagement	pseals@talialferro.k12.ga.us	343
Smith, Ginger	High School ELA	gsmith@talialferro.k12.ga.us	332
Thomas, Egypt	Registrar	ethomas@talialferro.k12.ga.us	346
Thornton, Shanece	Student Services	smayes@talialferro.k12.ga.us	344
Turner, Ciara	Special Education	cturner@talialferro.k12.ga.us	315
Turner, Latanya	CTAE	ltturner@talialferro.k12.ga.us	335
Woodard, Claire	CTAE	cwoodard@talialferro.k12.ga.us	323

A PARTNERSHIP IN RESPONSIBILITY

Taliaferro County Public School has a tradition of respect for the rights of others. Rules governing discipline and conduct are written so that parents, students, teachers, and administrators know what is expected of them. By working together within clearly stated and consistently enforced guidelines, firm and fair discipline practices can be administered.

Parents, students, teachers, staff, school administrators, the Superintendent, the School Board, central office administrators, and the community are responsible for helping students develop self-discipline. The Student Code of Conduct defines the partnership that the school and the larger community share within several broad concepts:

- Environment, which includes the climate of the school;
- Education, which includes preparation and work habits;
- Respect, which includes treatment of others;
- Participation, which includes involvement in school activities; and
- Expression, which includes dress and verbal/nonverbal issues.

These broad concepts appear in each statement of responsibilities contained in this handbook.

## Dual Enrollment

Dual Enrollment at Taliaferro County High School is an opportunity open to all eligible students. Dual Enrollment courses are college level academic and elective courses that high school students can complete. These courses count for both high school credit and college credit simultaneously. While TCHS does offer some Dual Enrollment courses on our campus, students are also able to enroll in other courses not on our campus as well as online courses. Currently, our primary DE partner is Augusta Technical College.

While these courses are free, they may have some fees associated with items necessary to complete certain courses. These courses do not have an impact on a student's potential HOPE Scholarship fund and receive the same GPA boost as Advanced Placement (AP) courses. Each college/university will have their own set of requirements and deadlines, so interested students should research the school(s) they would like to partner with and be in contact with their School Counselor, Mr. Garner, to register.

## High School Graduation Requirements effective 2025-2026

Area of Study	Required Units
English Required: English Composition	4
Mathematics Required: Algebra	4
Science Required: Biology	4
Social Studies Required: US History	3
Health & Personal Fitness	1
Modern Language/ CTAE/ Fine Arts	3 in one area
Electives	8
<b>Total Units Minimum</b>	<b>27</b>

\*2 Units of Foreign Language are required for Students planning to attend college.

### TCS High School Grade Placement

<u>Number of Units</u>	<u>Placement</u>
27	Graduate
20 or above	Senior
13-19	Junior
6-12	Sophomore
0-5	Freshmen

Questions or concerns: Please contact your child's advisor, counselor, or the student services director at (706)986-0396.

### Other Testing

Georgia Milestones End-of-Course Exams (EOC) are given in state-required academic courses: English Language Arts (American Literature), Mathematics (Algebra I), Science (Biology), Social Studies (US History). The grade-equivalent score from the test accounts for 20% of the student's final course grade.



## Athletics

Student eligibility for high school athletics is determined by the rules of the Georgia High School Association. All students entering 9<sup>th</sup> grade are eligible for athletics. They must pass 3 of their 4 classes each semester to remain eligible for sports. They must also be on track to graduate on time (with the class they entered high school).

### TCHS Academic Eligibility Requirements for Athletic Participation

Academic eligibility requirements at Taliaferro County High School are determined by the Constitution and By-Laws of the Georgia High School Association. The following is a summary of those rules. More information can be found at [www.ghsa.net](http://www.ghsa.net).

To be eligible to participate, practice, and/or try out in interscholastic activities, a student must be academically eligible. A student is required to:

- A. Pass classes that carry at least 2.5 Units counting toward graduation the semester immediately preceding participation.
- B. Accumulate units towards graduation according to the following criteria:
  - a. First-year students (entering 9th grade) are eligible academically. Second semester first-year students must have passed courses carrying at least 2.5 units from the previous semester to participate.
  - b. Second-year students must have accumulated five (5) total units in the first year AND passed courses carrying at least 2.5 units in the previous semester.
  - c. Third-year students must have accumulated eleven (11) units in the first and second years AND passed courses carrying at least 2.5 units in the previous semester.
  - d. Fourth-year students must have accumulated seventeen (17) units in the first three years AND passed courses carrying at least 2.5 units in the previous semester.
  - e. Students may accumulate the required units for participation during the school year, and eligibility will be reinstated at the beginning of the next semester.

Exception 1: First-semester ninth grade students.

Exception 2: Students who successfully complete summer school to maintain eligibility become eligible on the last day of summer school.

- 1. Summer school is an extension of the previous semester and courses may be:
  - a. Remedial in nature where a previously taken course is repeated in its entirety with a new grade being given.
  - b. Enrichment in nature where a new course is taken results in new credit being earned.
- 2. A maximum of two (2) unit credits earned in summer school may be counted for eligibility purposes.
- 3. Summer school credits earned in non-accredited home study programs or non-accredited private schools may not be used to gain eligibility. Accreditation

recognized under the rule will be from the Georgia Accrediting Commission (GAC) or a regional accreditation agency (such as SACS) or the Georgia Private School Accreditation Council (GAPSAC).

4. An independent study course taken in summer school must be regionally accredited and accepted by the school system for graduation credit.

Other items to note regarding academic eligibility requirements for athletic participation:

- Courses completed after the beginning of a new semester may not be used to gain eligibility for that semester. Example: night school classes, correspondence courses, etc.
- Passing in all GHSA member schools is a grade of seventy (70).
- Students participating in junior varsity or "B" team competition must meet all scholastic requirements.
- Students gain or lose eligibility on the first day of the subsequent semester. The first day of the fall semester will be interpreted as the first date of practice for the first sport.

## ATTENDANCE

Students who are absent or tardy will miss valuable instructional time and are less likely to master the skills, concepts, and principles needed for success. Regular, prompt attendance is a district requirement and is essential for students' academic success. Parents must ensure that their children attend school and cooperate with the following rules:

### Parental notification:

We ask that parents notify the school by 8:30 a.m. if a student will be absent, late, or required to leave school early. If a student is absent from their first period class and the school has not received a call explaining the absence, the school nurse or designee will contact parents at home or at work to verify the absence.

### Excused absences or tardiness:

The district considers absences or tardies as "excused" for the following reasons, provided parents notify the school in a timely manner: illness, emergency, bereavement for a family member, religious observance, a medical/legal appointment that cannot be rescheduled, or up to three college visits for a senior in good academic standing. Absences and tardies for other reasons are generally not excused. A telephone call or letter from a parent does not guarantee an excused absence or tardy. Doctor's excuses are required for medical absences. Three unexcused tardies will equal one unexcused absence.

### Planned absences:

Parents may submit a written request to the principal for a planned absence to be excused for unavoidable reasons not listed above, such as a family wedding or special event. The principal will determine approval based on the reason, length of absence, student's attendance record, and other factors. Please note that the district discourages absences for family vacations and may classify them as unexcused.

### Record keeping:

In elementary school, each classroom teacher will take attendance at the beginning of the school day. In middle and high school, teachers will take attendance at the beginning of each class and

record attendance in PowerSchool. Designated school personnel are responsible for tracking and recording absences and tardies and determining whether they are excused or unexcused.

#### Principal authority:

The principal is responsible for reviewing attendance records and taking appropriate actions to address unexcused absences and tardiness.

#### Making up work:

Students are expected to make up any work missed due to an absence or tardiness. Work assigned during unexcused absences will be due the day after the student returns. Teachers are not required to extend deadlines, reschedule tests or assignments, or reteach missed material. Teachers are not obligated to provide make-up work for students who are absent for unexcused or disciplinary reasons.

#### Sanctions/interventions for excessive absences:

After three absences, the truancy officer will speak with the student and notify the guidance office and principal. A parent conference will be required before make-up work is allowed. The teacher or designee will contact parents to schedule a meeting to inform them of the absences and discuss possible interventions. After eight absences in a full-year course, or four in a half-year course, the teacher will notify the principal and contact parents in writing. A second letter will be sent home by the principal or designee, and a meeting will be scheduled with the student, parents/guardians, and teachers. Possible consequences for continued unexcused absences or tardiness may include lunch or after-school detention, in-school suspension, notations on report cards, or other appropriate measures.

#### Loss of course credit:

The district reserves the right to apply academic penalties for unexcused absences. A valid excuse does not automatically guarantee course credit. Elementary and middle school students who accumulate more than 10 absences (excused or unexcused) in a full year, or more than 5 in a half-year course, may be denied course credit and/or promotion. High school students with more than five absences in a course per term may lose credit unless there is a documented medical exemption or other extraordinary circumstances.

When a student misses three days, a parent conference is required before any make-up work is provided. This conference will be initiated by the teacher. Excused absences include: student illness, illness or death of an immediate family member, mandated appointments by another agency (military exams, court appearances), religious holidays, conditions that make attendance hazardous to health or safety, one day to register to vote, visits with a parent in the active military leaving for or returning from deployment to combat duty, or others at the discretion of school leadership.

#### JAGUAR Expectations

The Taliaferro County Charter School System believes that every child in the school district has a right to equal opportunity in receiving an education. Student conduct and discipline should reinforce this right. Taliaferro County School expects students to learn appropriate

behavior and use it each day. The following guidelines will help each student stay focused on his/her educational opportunities:

- Obey the rules of the school and individual classrooms.
- Be regular in attendance and on time to class.
- Come prepared to each class with paper, pen/pencil, and completed assignments.
- Study the lessons of your classes each day.
- Do not use another student's work and claim it as your own; known as "cheating".
- Do your own work.
- Use good manners as you pass through the halls, cafeteria, and other areas of the school.
- Don't run, shove, shout, scream, or act in a way that creates disorder in school.
- See and use the Dress Code Requirements when determining proper attire for school.
- Show respectful behavior to the adults working in the school.
- Show respect to other students in the school. Treat them the way you want to be treated.
- Use courtesy during assemblies and other group meetings. Stop talking when the program begins, pay attention to the speaker or program, and use appropriate applause when the program is finished.
- Do not verbally and/or physically intimidate, threaten, harass, or assault any other student. If you are being taunted or feel there is a risk to your safety, report it to an adult in the school or have your parents report it to us.
- If you become aware of a situation that makes you feel unsafe, TELL US! Come to the office, speak to an adult in the hall, or email a staff member. SEE something, SAY something!

#### BULLYING (Descriptor Code: JCDAG)

The Taliaferro County Charter School System believes that all students have a right to a safe and healthy school environment. All schools within the system have an obligation to promote mutual respect, tolerance, and acceptance among students, staff, and volunteers. Behavior that infringes on the safety of any student will not be tolerated. A student will not bully, harass, or intimidate another student through words or actions. Bullying is defined as any aggressive behavior that intends to cause harm, distress, and humiliation. Generally, four conditions must exist for an act to be considered bullying: an imbalance of power, a pattern of repeated behavior, a student is humiliated by the behavior, and the other student receives gratification from the humiliation. Such behavior includes but is not limited to: direct physical contact such as hitting or shoving; verbal assaults such as teasing or name-calling; the use of electronic methods to harass, threaten or humiliate, and social isolation and/or manipulation. The school system policy prohibiting bullying is included in the student code of conduct and includes but is not limited to the following:

- *Any student who engages in bullying will be subject to disciplinary action up to and including expulsion.*

- *Students are expected to immediately report incidents of bullying to the principal or designee.*
- *Students can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner.*

If the complainant student or the parent of the student feels that appropriate resolution of the investigation or complaint has not been reached after consulting the school principal, the student or the parent of the student should contact the local superintendent or his or her designee. The school system prohibits retaliatory behavior against any complainant or any participant in the complaint process. All students and/or staff will immediately report incidents of bullying, harassment and intimidation to the school principal, guidance counselor or designee. School staff members are expected to immediately intervene when they see a bullying incident occur. Each complaint of bullying will be promptly investigated. This policy applies to students on school grounds, while traveling on a school bus to and from school or a school-sponsored activity, and during a school-sponsored activity.

Bullying, harassment, or intimidation will not be tolerated. Disciplinary action will be taken after each incident of bullying and upon a finding of guilt. Disciplinary action after the first incident of bullying may include but is not limited to the following:

1. Loss of a privilege
2. Reassignment of seats in the classroom, cafeteria, or school bus
3. Reassignment of classes
4. In-school suspension
5. Out-of-school suspension
6. Detention
7. Expulsion (through appropriate due process hearing)
8. Assignment to an alternative school (through appropriate due process hearing)

If necessary, counseling, and other interventions should also be provided to address the social-emotional, behavioral, and academic needs of students who are victims of bullying and students who commit an offense of bullying.

Students, parents/guardians, and other stakeholders may report incidents of bullying to an administrator, teacher, counselor, or other staff member by using the school district's complaint procedures.

Please note: Any form of electronic bullying (cyber bullying) to include school networks, e-mail systems, social media, or text messages is strictly prohibited.

The procedures for intervening in bullying behavior include, but are not limited, to the following:

- All staff, students and their parents will receive a summary of this policy prohibiting bullying at the beginning of the school year as part of the student code of conduct.
- The school will keep a report of bullying and the results of an investigation confidential.
- Staff are expected to immediately intervene when they see a bullying incident occur or upon receipt of any report of bullying.

- People witnessing or experiencing bullying are encouraged to report the incident to the school principal or designee.

The following actions will be taken when bullying is reported:

#### 1. Investigate

Upon receipt of any report of bullying, schools will direct an immediate investigation involving appropriate personnel. The investigation should begin no later than the following school day. The investigation will include interviewing the alleged perpetrator(s) and victim(s), identified witnesses, teacher(s) and staff members, and reviewing video surveillance if available. School counselors and/or other support staff should be utilized for their expertise as determined by the circumstances of the matter.

#### 2. Notify

Parents/guardians of the accused and the victim must be notified as soon as possible after the facts have been established. If the incident involves an injury or similar situation, appropriate medical attention should be provided, and the parent/guardian should be notified immediately.

#### 3. Discipline

Upon confirming that bullying has occurred, the accused student should be charged with bullying and given an age-appropriate consequence which will include, at minimum and without limitation, disciplinary action, or counseling as appropriate under the circumstances.

Students in grades six through twelve found to have committed the offense of bullying for the third time in a school year will be assigned to an alternative school through appropriate due process by disciplinary hearing officers, panels, or tribunals. Consideration for incidents in prior years should also be considered during the disciplinary phase. While a student charged with bullying may not have committed three acts during a given school year, a pattern of behavior established over the course of more than one school year may need to be considered.

Schools should clearly communicate to all parties that retaliation following a report of bullying is strictly prohibited and may result in strong disciplinary action.

#### 4. Record

All pertinent information must be recorded accurately in the Student Information System (PS).

#### 5. Follow Up

Follow up is important to the accused and the victim. Implement a planned method to provide after-care and follow up. Reiterate to all the previously stated prohibition on retaliation.

### CLUBS

CAREER ASSOCIATION- Advisor- Latanya Turner – [lturner@talialferro.k12.ga.us](mailto:lturner@talialferro.k12.ga.us) The JAG Career Association embodies a fundamental purpose of the JAG program: to provide motivation and practical strategies to help young people to succeed both in school and on the job. JAG programs offer their students an active, student-led, motivational organization which we call the Career Association. Being an association, members are expected to work together as a member of a learning community for the purpose of improving their knowledge, skills, and attitude. We also believe that the ultimate outcome of involvement in a JAG program and membership in the Career Association is identifying and entering a career field with advancement opportunities. The Career Association should consist of a group of career-minded members who recognize the value of being a member of an organization and helping each other achieve their personal and career goals.

FBLA – Advisor- Latanya Turner [lturner@talialferro.k12.ga.us](mailto:lturner@talialferro.k12.ga.us) Taliaferro County High School Future Business Leaders of America Membership Guidelines and Requirements • Maintain a GPA of 2.0 or higher • Miss no more than 3 meetings per semester. Meetings will be held during or after school, or when necessary. • Have no discipline referrals for any type of inappropriate behavior per school year • Participate in at least four of FBLA sponsored activities per school year • Abide by the Taliaferro County School Student Code of Conduct • Abide by the FBLA Creed or Code of Ethics Any violation of the above requirements or those set forth in the FBLA Creed or Code of Ethics may result in a termination of the organization membership. Termination will be decided on in one of the following manners: Adviser request, Active Member vote (2/3 Majority), School Administrator request. Dues are not refundable.

FFA- Advisor- Claire Woodard [cwoodard@talialferro.k12.ga.us](mailto:cwoodard@talialferro.k12.ga.us) The National FFA Organization is a youth leadership organization that makes a positive difference in the lives of young people by developing their potential for premier leadership, personal growth, and career success through agriculture education. Students must be in an agricultural education class.

STUDENT COUNCIL- Advisor- Stefanie Rolan [srolan@talialferro.k12.ga.us](mailto:srolan@talialferro.k12.ga.us) - Requirements/Evaluation

- A. Must be able to perform all the necessary duties in at least 75% of the required activities.
- B. Candidate must be on track to graduate.
  1. If student was originally supposed to graduate in one year, but he/she will not graduate until the next school year, his/her eligibility is void.
- C. Must not exceed the absentee regulations for that year and the year prior to running for office.
  1. Candidate must not have more than five (5) unexcused absences in any semester during his/her entire high school career.
- D. Must follow discipline policy.
  1. Candidate has NO OSS during current or previous year.
  2. Candidate has had NO more than three (3) days ISS (for detention only) during current or previous year.
  3. Candidate can never have attended the alternative school.
- E. NO outside criminal convictions are considered (i.e., Being arrested by police MAY void eligibility)
- F. Titles MAY be lost due to SERIOUS school offenses, depending on time and seriousness of offense.

- G. Must present a petition signed by twenty-five (25) students one (1) week prior to the election.
  - See Article III, Section I-C
- H. Candidates must present a 2–3-minute speech during a class meeting prior to the election.
- I. Candidates will familiarize themselves with the Student Council Constitution.

## DISCIPLINE

Discipline is the positive direction of behavior toward established standards of conduct, fully understood and based upon reason, judgment, and consideration of rights of others. Ideal discipline is self-directed and self-controlled. Schools, communities, and parents share the responsibility for helping students develop self-discipline. When self-control falters and self-discipline fails, disciplinary forces from outside the individual must be imposed to protect the rights of others and to ensure uninterrupted instruction.

In Taliaferro County Public School, as in the community at large, certain rules and procedures are established to guide students through constructive growth and into mature adulthood. Parents, teachers, and others responsible for the welfare and education of these students should cooperate in interpreting and enforcing rules. The Taliaferro County Board of Education has established certain policies and procedures regarding student conduct and disciplinary action. These policies are included in this handbook and should be reviewed by parents/guardians and students. Parents/guardians are to sign the contract page of the Student Code of Conduct and return it to the school's homeroom teacher. Signatures are not required, but all students--those who sign and those who don't--will be held accountable for the behaviors in the Student Code of Conduct.

## DISCIPLINARY CONSEQUENCES

### A. TEACHER CONSEQUENCES

Teachers have the authority to assign silent lunch, break detention, and alternative settings to students or consequences deemed necessary.

### B. IN-SCHOOL SUSPENSION

In-School Suspension (ISS) is also a method for dealing with students who commit serious infractions of school rules or are frequent discipline problems. Students who are assigned to ISS are, in effect, suspended from school but are allowed to complete class work at the ISS site. Failure to follow In-School Suspension rules will result in the assignment of additional days in ISS or Out-of-School Suspension (OSS).

### C. OUT OF SCHOOL SUSPENSION

TCS tries to utilize the out of school suspension of students as a last resort. However, there are times when student discipline problems are so serious, disruptive of the learning process, or frequent that suspending a student from school is the most appropriate avenue for discipline. OSS is considered an unexcused absence.

## Rule 1. Damage or Destruction of School Property



A. A student will not intentionally cause nor attempt to cause damage to school property, including but not limited to marking, defacing, or destroying said property. Range of Consequences: Restitution costs in every case; teacher consequences to include a conference with the parent, if damage is a matter requiring cleaning; referral to the principal's office with parent conference, if damage is a matter requiring repair; and referral to a disciplinary tribunal, if damage is substantial and requires replacement.

B. A student will not steal nor attempt to steal school property. Range of Consequences: Restitution costs in every case; teacher consequences to include a parent conference if the matter involves school materials/supplies; referral to principal's office with parent conference, if the matter involves equipment or money; and referral to a tribunal hearing with a recommendation for long-term suspension or expulsion if the matter involves a substantial amount or value in the opinion of the principal.

## Rule 2. Damage or Destruction of Private Property

A. A student will not intentionally cause or attempt to cause damage to private property, including but not limited to marking, defacing, or destroying said property. Range of Consequences: Restitution costs in every case; teacher consequences to include a conference with the parent, if damage is a matter requiring cleaning; referral to the principal's office with parent conference if damage is matter requiring repair; and referral to a tribunal hearing if damage is substantial and requires replacement (all grade levels).

B. A student will not steal nor attempt to steal private property. Range of Consequences: Range of Consequences: Restitution costs in every case; teacher consequences to include a parent conference, if the matter involves school materials/ supplies; referral to principal's office with parent conference if the matter involves money or valuable possessions; and referral to a tribunal hearing with a for long-term suspension or expulsion if the matter involves a substantial amount or value in the opinion of the principal.

C. A student will not conspire to steal or damage private property. Range of Consequences: Restitution costs in every case; teacher consequences; referral to the principal's office with possible referral to a disciplinary tribunal hearing if the matter involves a substantial amount or value in the opinion of the principal (all grade levels).

## Rule 3. Assault on, Battery or Disrespect to a School Employee

A. A student will not verbally or physically threaten physical violence to a school employee or any person attending a school related function. Range of Consequences: Report to law enforcement and notification of parents of a disciplinary tribunal hearing with a recommendation to expel for a minimum of the remainder of the school year with the opportunity to apply to the alternative education program the subsequent year. Notification of law enforcement as required by law is the responsibility of the principal.

B. A student will not commit any act of physical violence toward any school employee or behave in such a way that physical injury to any school employee or any person attending a school related function could result. Range of Consequences: In the case of irresponsible actions

or physical violence that does not result in harm, referral to the principal's office (or Director of Operations if bus incident) for consequences including a parent conference (to write a bus behavior contract if incident occurred on the bus), to referral to a disciplinary tribunal hearing (all grade levels). When in judgment of the principal (or Director of Operations in a bus incident), a case of an actual act of physical violence against a teacher, school bus driver, or any other school official or employee, the student will be suspended from school for a period of up to 10 days pending a tribunal hearing. If the tribunal finds the student has committed an act of physical violence against a teacher, school bus driver, school official or school employee, the student will be expelled from the public school system for the remainder of the student's eligibility to attend public school pursuant to Code Section 20-2-150. The Board of Education, at its discretion, may permit such a student to attend an alternative education program for the period of the student's expulsion. If such an act is committed by a student in grades K-8, then the Board of Education, at its discretion and with the recommendation of the tribunal, may permit a student to re-enroll in the regular public-school program for grades nine through 12. If the student is in grades K-5, the Board at its discretion and with the recommendation of the tribunal, may allow the student to re-enroll in the public school system at a date determined by them. The student will be referred to juvenile court as required by law.

C. A student will not through physical actions, gestures, or verbal abuse, such as profane and obscene language, show disrespect to any school employee or any person attending a school related function. Range of Consequences: Teacher consequences for initial or minor infractions; referral to the principal's office if repeated or substantial in nature; referral to a disciplinary tribunal if chronic (all grades).

D. A student will not intentionally fail to obey any teacher, substitute teacher, student teacher, paraprofessional, administrator, or other authorized school personnel's lawful and reasonable request. Range of Consequences: Teacher consequences for initial or minor infractions; referral to the principal's office if repeated or substantial in nature; referral to a disciplinary tribunal if chronic (all grades).

#### Rule 4. Physical Abuse by a Student to Another Student or Person not employed by the school

A. A student will not through physical actions, gestures, or verbal abuse, such as profane and obscene language, show disrespect to any other student or person not employed by the school system at school related functions. Range of Consequences: Teacher consequences for initial or minor infractions; referral to the principal's office if repeated or substantial in nature; referral to a disciplinary tribunal if chronic (all grade levels).

B. A student will not threaten, cause, or attempt to cause bodily injury to any other student or person not employed by the school at school related functions. Range of Consequences: Referral to the principal's office for consequences including a parent conference, to a referral to a disciplinary tribunal hearing for violence or threats of violence of a serious nature. Report to law enforcement required if assault is of an aggravated nature. In compliance with O.C.G.A. 40-5-22, a student may lose his/her driver's license or be prohibited from obtaining such a license if he/she has violated this rule.

C. A student will not threaten another student or person not employed by the school at any school related function with sexual harassment defined pursuant to Title IX of the Education Amendments of 1972. (Refer to Rule #13).

#### Rule 5. Weapons and Dangerous Instruments

A. A student will not possess, handle nor transmit any object that can reasonably be considered a weapon, including those defined in state law and Taliaferro County Board of Education Policy JCDAE and all knives. Exceptions to the rule are also noted in state law and Taliaferro County Board of Education Policy JCDAE. A student will not use self-defense sprays such as mace or pepper gas to threaten, intimidate or injure any person or to otherwise cause fear for the safety of any person. Range of Consequences: 1) Possession of a knife with a blade less than 2 inches: Conference with parents to suspension from school at the principal's discretion (all grades). 2) Possession of any weapon as defined in federal or state law and/or Taliaferro County Schools Board Policy, or use of any knife of any size to threaten or harm another: Automatic disciplinary tribunal hearing with recommendation to expel for a full calendar year, according to the requirements of state law (Ga. Code section 20-2-751.1). Law enforcement will be notified. If the tribunal allows, an expelled student may enroll in an Alternative School or another appropriate alternative setting. Each case is subject to review by the superintendent, who has the authority to modify the expulsion requirement in unusual circumstances.

B. A student will not use self-defense sprays such as mace or pepper gas to threaten, intimidate or injure any person or to otherwise cause fear for the safety of any person. Range of Consequences: Referral to the principal's office for consequences that range from suspension to a disciplinary hearing with a recommendation for long-term suspension or expulsion with referral to law enforcement if required by law (primary, elementary, middle, and high).

#### Rule 6. Narcotics, Tobacco, Alcoholic Beverages and Drugs

If you bring something to school by mistake, and you know you should not have brought it, bring it to a teacher or to the School Office immediately. *What determines a "mistake?" If you are showing it around to other students, bragging or laughing about having it, and you don't turn it in, "It's NOT a mistake."*

A. A student will not possess, sell, use, transmit or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, inhalant, alcoholic beverage or intoxicant of any kind or any type of medicine for which the student does not have on file with the school appropriate medical documentation as required by the district's medication policy and procedure.

Range of Consequences: Referral to the principal's office for consequences that range from a parental conference to a disciplinary hearing with a recommendation for long-term suspension or expulsion with referral to law enforcement if required by law (primary, elementary, middle, and high).

B. A student will not possess, sell, use or transmit any tobacco or nicotine product.

Range of Consequences: Referral to the principal's office for consequences that range from a conference to a disciplinary hearing for repeat offenders, where the maximum consequence is long-term suspension for the remainder of the semester (middle and high). Tobacco products will be confiscated in all cases.

C. A student will not possess, sell, or transmit any substance under the pretense that it is, in fact, a prohibited substance. Range of Consequences: Referral to the principal's office for consequences that range from five days out-of-school suspension to a disciplinary tribunal hearing for repeat offenders, where the maximum consequence is long term suspension for the remainder of the semester.

D. A student with an illness or condition that requires a medical prescription, or the use of an over-the-counter medication must leave the medication in the school office with a note from the parent or the doctor regarding the proper dispensing of the medication. No medications are to be carried on a student's person or left in a locker that may be self-administered. Range of Consequences: Referral to the principal's office for consequences that range from a parental conference to In-School Suspension to Out-of-School Suspension.

#### Rule 7. Indecency

A student will conform to established local more of decency. They should refrain from (1) use of vulgar or profane language; (2) public display of affection; (3) indecent exposure; or (4) other acts considered indecent. Range of Consequences: For items 1 and 2 listed above, teacher consequences are appropriate for minor infractions at all grade levels. For 3 and 4 listed above, referral to the principal's office is appropriate for consequences that range from parental conference to referral to a disciplinary tribunal hearing for cases of a shocking or serious nature.

#### Rule 8. Inappropriate Sexual Behavior

A student will not engage in acts that are inappropriate sexual behavior, including but not limited to: (1) Improper touching; (2) Crude and unacceptable language; (3) Crude and unacceptable gestures. Range of Consequences: Referral to principal's office with consequences ranging from a parent conference to referral to a disciplinary tribunal hearing for cases of a serious nature in the judgment of the principal or principal's designee. Notification of law enforcement or DFACS may be required, based on the act. A student may lose his/her driver's license or be prohibited from obtaining such a license if he/she has committed any sexual offense under Chapter 6 of Title 16 of Ga. Code of Law.

#### Rule 9. Truancy

Failure to comply with compulsory attendance as required under O.C.G.A. Section 20-2-690.1, including deception about an absence or tardy to school authorities, parents or both is prohibited. No student will encourage, urge nor counsel other students to be truant. Range of Consequences: Referral to the principal's office for consequences that range from a conference with the student to referral to the school guidance counselor.

#### Rule 10. Felony Offenses and Off-Campus Acts that Impact Schools

A. A student who is charged with an assault on another student, a violation of the drug laws, sexual misconduct of a serious nature, or any other felony offense where the students' presence at school is likely to endanger other students or staff or cause substantial disruption to the educational climate may be disciplined or excluded from school. Range of Consequences: Short term out-of-school suspension to referral to a disciplinary tribunal hearing with a recommendation to expel (middle and high); all teachers to whom the student is assigned will be notified of the student's status and given the opportunity to review the student's file.

B. A student who is charged with an assault on another student, a violation of the drug laws or sexual misconduct of a serious nature and whose presence at school is likely to endanger other students or staff or cause substantial disruption to the educational climate may be disciplined or excluded from school. Range of Consequences: From short term out-of-school suspension to referral to a disciplinary tribunal hearing with a recommendation to expel (middle and high); all teachers to whom the student is assigned will be notified of the student's status and given the opportunity to review the student's file.

#### Rule 11. Gambling

Gambling on school property or at any school function is prohibited. Range of Consequences: Teacher consequences for minor offenses or incidents occurring in all schools; referral to principal's office with consequences ranging from a parent conference to referral to a disciplinary tribunal hearing for cases involving an organized "business" operation.

#### Rule 12. Harassment

A student will not violate Board Policy JCAC: Harassment or JCAD: Racial Harassment. Range of Consequences: Referral to the principal's office with consequences ranging from out-of-school suspension to referral to a disciplinary tribunal hearing with a recommendation to expel and notification of law enforcement when required.

#### Rule 13. Bullying

Definition- A student must not demonstrate any aggressive behavior that intends to cause harm, distress, and humiliation towards another student.

1. Generally, four conditions must exist for an act to be considered bullying: an imbalance of power, a pattern of repeated behavior, a student is humiliated by the behavior, and the other student receives gratification from the humiliation. Such behavior includes but is not limited to direct physical contact such as hitting or shoving; verbal assaults such as teasing or name-calling; the use of electronic methods to harass, threaten or humiliate, and social isolation and/or manipulation

2. Cyberbullying: A student will not transmit any electronic communication that has the effect of bullying, harassing, threatening, or exposing another to humiliation or ridicule, including but not limited to sending e-mail, instant messaging, text messaging, or website postings (e.g., Facebook, Twitter, YouTube, or any other Social Media Website/Application).

a. The term applies to acts which occur on school property, on school vehicles, at designated bus stops, or at school related functions or activities or by use of data or software that

is accessed through a computer, computer system, computer network, or other electronic technology of a local school system. The term also applies to acts of cyberbullying which occur through the use of electronic communication, whether such electronic act originated on school property or with school equipment, if the electronic equipment:

1. is directed specifically at students or school personnel,
2. is maliciously intended for the purpose of threatening the safety of those specified or substantially disrupting the orderly operation of the school, and
3. creates a reasonable fear of harm to the students' or school personnel or property or has a high likelihood of succeeding in that purpose.

Electronic communication includes but is not limited to any transfer of signs, signals, writings, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system.

Range of Consequences: Upon confirmation that bullying has occurred, the accused student should be charged with bullying and given an age-appropriate consequence which will include, at minimum and without limitation, disciplinary action or counseling as appropriate under the circumstances.

Students in grades six through twelve found to have committed the offense of bullying for the third time in a school year will be assigned to an alternative school through the appropriate due process by disciplinary hearing officers, panels, or tribunals.

#### Rule 14. Cheating and/or Forgery

A student must not use the work of others nor represent it as his or her own. Range of Consequences: Teacher consequences in the confines of the classroom to referral to the principal's office for consequences ranging from parental conference to loss of credit.

#### Rule 15. Bus Transportation

All rules in the regular Code of Conduct (JCDA-R) apply to behavior on a school bus or at a school bus stop. The Taliaferro County School System operates bus service for all pupils. A student is expected to act in a quiet and orderly manner when loading, riding, and unloading the bus. This service is a privilege and may be denied for undesirable behavior. The bus driver must be obeyed at all times. If a student feels an order from the driver is unjust, it should be obeyed nonetheless and then the incident reported to the transportation director. Students who come to school on the bus should return home on the bus unless they have a note from the parent or guardian and signed by the principal or designee. All bus cases of safety violation are viewed as serious violations. Bus conduct rules are listed in Policy JCDAD-R/EDCB-R.

Drivers will make the final decision as to whether or not to file a report on a student for any rule violation.

If a report is filed on a student, the consequences are:

1st Offense: Off bus three (3) days with parent conference.

2nd Offense: Off bus ten (10) days with parent conference.

3<sup>rd</sup> Offense: Off bus rest of the school year.

Please note there is not an official warning in writing from a driver or the Director of Operations in grades 6-12. The rules are communicated, the consequences are communicated, and students know what these are.

Physical violence (or language that leads to physical violence) of any kind will result in suspension from the bus for the balance of the year and some offenses are so bad that a more severe penalty may occur. Physical violence within the last 45 days of school may have consequences that carry into the next school year. See policy JCDA-R/EDCB-R sent home with students at the beginning of the year or upon enrollment.

Any rule violation that constitutes a crime or any repeated rule violations may be reported to law enforcement per O.C.G.A. 20-2-756. Reports to law enforcement may result in charges being filed in the juvenile court. Juvenile authorities may require a student to be detained in a Regional Youth Detention Center pending hearing.

#### SEVERE DISCIPLINE (Elementary)

Abusive language  
Fighting/Aggression  
Bullying  
Property Damage  
Defiance

#### Major Behaviors (Middle and High School)

These behaviors are immediately referred to the administration.

- |   |  |
|---|--|
| • Fighting  | • Physical aggression                                |
| • Matches/lighter   | • Defiance   |
| • Off-school/campus without permission  | • Vandalism  |
| • Skipping school   | • Smoking on school property                         |
| • Drugs and/or alcohol use  | • Serious threat/intimidation of others              |
| • Weapons   | • Theft (serious)                                    |
| • Sexual Behavior /Harassment   | • Inappropriate Internet sites and/or print material |
| * Weapons   |  |
| • Inappropriate representation of school (field trips, athletics, performances, etc.) |  |

Below is a list of more common infractions for middle and high school aged students and how TCS will address these infractions.

Cell phones, headphones, and air pods, = In compliance with SB351, cell phone use during school hours is strictly regulated to maintain an environment focused on learning.

### *Grades K-8*

- Students in grades K-8 are not allowed to possess or use cell phones during the school day.
- All cell phones must be turned in to the student's homeroom teacher each morning upon arrival.
- Phones will be secured and returned at the end of the school day.
- Unauthorized possession or use of a cell phone during the day is a violation of this policy.

### *Grades 9-12 (High School)*

- High school students are permitted to use cell phones only during breakfast and lunch.
- Cell phone use is strictly prohibited during instructional time and any other time not specified above.
- Phones must remain off and out of sight unless directed by a teacher for instructional purposes.

Cell Phone Infraction (1st offense) = Warning/Parent Conference.

(2nd offense) = 1 day of ISS/Parent Meeting

(3rd or more) = 3 days of ISS/Referred to MTSS

Physical Aggression

(1st offense) = 1 day of ISS.

(2nd offense) = 2 days of ISS.

(3rd or more) = 1 day of OSS and 2 days of ISS.

Fighting = 3 days of OSS and 2 days of ISS.

*\*Depending on the severity of the physical aggression, students may receive additional days for either of the offenses mentioned above.*

Electronic Smoking Devices=

(1st offense) = 3 days of OSS

(2nd offense) = 5 days of OSS

(3<sup>rd</sup> offense) = 7 days of OSS

*\*Students that continuously display inappropriate behaviors are subject to receiving a behavior contract from the administration at TCS. Behavior contracts are from year to year. However, once a student has received his/her first behavior contract during a school term, the student makes him or herself liable for being placed on an additional behavior contract the following school term if the behavior continues to interfere with TCS's learning environment.*

Major offenses including, but not limited to, drug and weapon offenses can lead to schools being named as an Unsafe School according to the provisions of State Board of Education Rule 160-4-8.16 and must provide school choice options.

### DRESS CODE



The Taliaferro County Board of Education and the administration of your school recognize the desire of young adults to dress according to current styles and to express their individuality through dress. At the same time, students' dress should not be distracting. With these thoughts in mind, a dress code has been developed which will allow students freedom of dress within the expectations of the community which supports our school. Remember, for our school to be the best, we must look our best!

The following Taliaferro County system-wide dress code is as follows:

Students at the Taliaferro County School System are expected to dress and groom themselves in such a way as to reflect neatness, cleanliness, and good taste.

Dress should not unreasonably distract the attention of others nor disrupt or interfere with the educational program.

Decals, slogans, or sayings on clothes that are rude, vulgar, advertise alcohol or alcoholic beverages, picture or promote illegal drugs, or are racially or sexually offensive or reference illegal or immoral behavior are not allowed. Racial symbols, slogans, or sayings on clothing or accessories are not allowed. Clothing should not picture or describe any activity that is inappropriate or suggestive.

The principal or other duly authorized school official(s) will determine whether any particular mode of dress or grooming results in a violation of the spirit or intent of this rule. In determining whether any student dress is racially or sexually offensive, school administrators will use the following criteria:

- (a) The student's purpose in wearing the clothing.
- (b) The symbol or words on the clothing in the context of all other words or symbols or images on the clothing;
- (c) The reaction of other students to clothing; or,
- (d) Whether the clothing materially interferes with the work of the school or impinges upon the rights of other students.

If any student disagrees with the determination made by the school administrator as to whether a particular item of clothing is racially or sexually offensive, the student may appeal that decision to the principal. In order to make such an appeal, the student will describe in writing the clothing that is alleged to be offensive and will discuss why the clothing is offensive or not offensive in the opinion of the student.

All school personnel will cooperate in seeing that the spirit and intent of this rule is equitably applied.

The intent of the above rules may be clarified provided it is for the better operation of the learning process, is approved by the Board of Education and provided that properly informed students are involved in composing the expanded rule for the school.

TCS has established additional rules for dress:

- No Bedroom Slippers, pajamas, or blankets.
- Shorts, skirts, and dresses can be no shorter than 3 inches above the knee.
- Shorts must also be no shorter than 3 inches above the knee.
- Clothing should not depict anything inappropriate.

- Students cannot wear sleeveless shirts.
- No racial symbols or slogans.
- No spikes or chains.
- Undergarments cannot be exposed.
- Revealing shirts should not be worn.
- Midriffs should be covered completely.
- Shoulder straps must be at least three fingers wide.
- No hats, hoods, sunglasses, bonnets, or do-rags inside the building.
- No distracting hair-dyes or styles allowed.
- No holes in pants above the knee (unless worn with leggings or shorts underneath).
- Pants must be worn at the waist.
- Leggings may be worn with tops that are no shorter than 3 inches above the knee.

Garments that expose the midriff, see-through or mesh clothing, halter or tank tops, pajamas, sleep, or loungewear are prohibited. Shirts, blouses, and dresses must completely cover the abdomen, back, and shoulders. Shirts or tops must cover the waistband of pants, shorts, or skirts, with no midriff visible. Jeans or pants with holes in them above the knee are a dress code violation.

Head apparel, except for religious or medical purposes, may not be worn inside the school building. Examples include hats, caps, visors, do-rags, bonnets, bandanas, hoodies, or any other head garment.

Please note: After the second dress code violation, the following consequences will be put in place.

Dress Code	(1st offense) = Warning/Parent Contact
	(2nd offense) = 1 day of ISS/Parent Meeting
	(3rd or more) = 3 day of ISS/Referred to MTSS

## EXPRESSION AND LIMITATIONS

Students may appropriately exercise the right to freedom of expression through speech, assembly, petition, and other lawful means and have the right to advocate change of any law, policy, or regulation: as long as it does not interfere with the instructional mission of the school or the inculcation of American values. The exercise of this right may not interfere with the rights of others, nor may oral or written student opinions be used to present material that falls into one or more of the following categories:

1. Material that reasonably leads the principal to forecast substantial disruptions of, or interference with, school activities, or that endangers the health, safety, or welfare of students, and/or staff.
2. Material that is libelous or slanderous--statements that are inaccurate or false; statements that injure the person as to his/her reputation; or statements which cause personal humiliation, mental anguish, and suffering or other injuries: and
3. Material that advocates the commission of a criminal act or is a criminal act as defined by the Criminal code of the United States, the State of Georgia, the City of Crawfordville, Taliaferro County, or other applicable municipalities.

## Grading Policy

### Elementary Minimum Number of Grades Recorded During a Nine Week Period

Content	Formative Grades	Summative Grades
Reading	2 (per week)	3 (per grading period)
Language Arts	2 (per week)	3 (per grading period)
Math	2 (per week)	3 (per grading period)
Social Studies	1 (per week taught)	2 (per grading period)
Science	1 (per week taught)	2 (per grading period)
PE/Spanish/Music/Media	1 (per week)	2 (per grading period)

### Middle/ High School

Two categories weighted as such: Formative (60%) and Summative (40%).

Summative Assessments: tests, labs, projects, final essays.

Formative Assessments: daily assignments, quizzes, participation, homework, classwork (labs, graphic organizers, ticket out the door, etc.).

Minimum Number of Assignments Per Category:

Middle School: Formative- 1 per week per grading period.

Summative- 3 per grading period.

High School: Formative-2 per week in a grading period

Summative-2 per grading period.

**\*\*Connection courses adjust their categories/weights according to their unique curriculum.**

Please refer to the teacher's course syllabus for detailed information.

### TYPES OF ASSESSMENTS (FORMATIVE AND SUMMATIVE)

Formative Assessments:

Formative assessments are assessments FOR learning. They are intended to measure student achievement and provide evidence of student understanding during instruction to inform students, teachers, and parents about the progress a student is making. Formative assessments should be focused and reflective of the summative assessment and must clearly indicate the student's progress toward the determined proficiency level.

Summative Assessments:

Summative assessments are assessments OF Learning. They are intended to measure student achievement at the end of a unit or period of instruction.

### GRADING AND RECOGNITION FOR ACHIEVEMENT

Taliaferro County School operates on a semester grading period. You will be able to view your child's report card every nine weeks and a midterm every 4.5 weeks through PowerSchool.

Parents can view their child's grades throughout the year through PowerSchool. Any parents that have difficulty accessing grades online, may request in writing to the school registrar (Egypt Thomas) or student's first academic teacher that a printed grade report be provided.

Grading is done on a 100-point scale:

- 100-90 = A
- 89-80 = B

·	79-70	=	C
·	69 and ↓	=	F

Academic achievement recognition is in May to recognize students who excel.

A-B Honor Roll – Student must earn a numeric grade average (NGA) of 90.0 or higher with NO failing grades in any class.

Honor Roll- Student must earn a numeric grade average 90-100

Academic subject awards are presented to students with the highest average in each class. Certificates for Academic Excellence are awarded to students who have achieved a 90.0 or higher-grade average. Citizenship awards are given to students who exhibit exemplary behavior, a cooperative attitude, and leadership abilities. Other recognition is given based on teacher/club criteria and/or recommendations.

### GUIDANCE/COUNSELING PROGRAM

Guidance services will be available for students as required by the rules of the State Board of Education. These services include, at appropriate levels, assistance with educational planning, help with home, school, and/or social concerns, or any question the student or parents may wish to discuss with the counselor.

### HALL PASSES

You are not permitted in the halls unless you are accompanied by a teacher, or you have a pass with the teacher's initials, destination, and time. You must have your teacher's permission before leaving class. Throughout the day, opportunities for restroom breaks are provided by teachers. Additionally, a record of your restroom breaks may be kept by your teacher.

### HEALTH SERVICE POLICIES

The School Health Service goal is to provide a resource for teachers, students, guardians, and board of education staff to maintain a healthy and safe classroom and school environment conducive to learning.

A student may be referred by a teacher or school employee to see the nurse or the student may ask to visit the nurse during school hours. The student receives a clinic pass to go to the nurse. The nurse will assess the student's complaint or problem and provide nursing care in the clinic. The student will then receive minor first aid, return to class, or be sent home. The guardian and student may always speak with the school principal regarding school health services. If a problem arises, please feel free to come to the nurse with any questions.

Health Service Guidelines:

- The school health clinic is not a diagnostic or treatment center.
- Only temporary care, assessments, screening, and limited minor triage/first aide services are offered.
- The nurse will maintain a record on each student, all medication administration and all clinic activities.

- The nurse will not provide any medications by mouth; these medicines are sent from a student's guardian.
- Simple nursing care involves peppermint candy, over the counter ointments and creams, warm or cool packs, eyewash, skin/wound cleanser, and band-aids.
- The nurse may need to contact or obtain information from a student's healthcare provider or facility.
- Only a medical doctor can diagnose and treat an illness, and guardians are advised to always check with your child's healthcare provider.
- The nurse will work closely with teachers, administration, and all staff to be a positive part of the student's educational needs.
- The health services permission form must be signed and turned in to the school for a student to participate in any health service-related activity.
- Sending a student home may be necessary due to fever, contagious illness, or when an illness is detrimental to academics.
- Sending a student home will be decided by administration.
- Giving a student medication in school will be limited to one time during the day, unless written instructions are given by a physician or there is a medical reason why medication cannot be given at home.
- Liquid antibiotics are best given at home to prevent loss of medication, unless two bottles of medication can be obtained from the pharmacy.
- A medication given three times a day may be given, before school, after school, and at bedtime.
- If a medication will need to be given at school, then the guardian will need to bring the medicine and the appropriate signed consent form to the clinic and give the nurse written instructions to give the medicine to the student.
- A student will only be given medicine brought to the school by the child's guardian.
- Any special procedures must be addressed with the school nurse and administration.
- Student having a health history of asthma and using an inhaler will need to see the nurse

### HOMEWORK

Homework is a natural extension of the learning that happens in the classroom each day. Our goal is to allow students to review lessons and practice skills in much the same way as they practice any other activity. We encourage parents to establish a regular time for your child to do his/her homework. If your child is attentive in class, this should be REVIEW for him/her. He/she already has had instruction for this lesson.

### 8th Grade Ceremony

At the eighth grade Promotion Ceremony in May, special recognition is given to eighth grade students who have achieved the prestigious President's Award for Educational Excellence. The criteria are:

1. A 90 numeric grade average (NGA) for the year during 6th and 7th, and 1st semester of 8th grade.
2. The achievement in the 85th percentile or higher in reading or math on norm-referenced tests or — Exceeds Target as a Distinguished Learner in reading or math on Georgia Milestones Assessment.

An Outstanding Student Award is given to an eighth-grade student based on service to school and community, involvement in extracurricular activities, and academic achievement. Faculty, parents, and/or the community recommend nominees in writing. A faculty committee determines final selection (MS teachers).

### HOSPITAL-HOMEBOUND INSTRUCTION

Hospital/Homebound (HHB) services are designed to provide continuity of educational services between the classroom and home or hospital for students in Georgia public schools whose medical needs, either physical or psychiatric, do not allow them to attend school for a limited period of time. HHB instruction may be used to supplement the classroom program for students with health impairments whose conditions may interfere with regular school attendance (e.g., students receiving dialysis or radiation/chemotherapy or students with other serious health conditions). Students must be enrolled in a public school in Georgia in order to receive HHB services.

HHB services are not intended to supplant regular school services and are by design temporary. The student must anticipate being absent from school for a minimum of ten consecutive or intermittent school days due to a medical or psychiatric condition. The student's inability to attend school for medical or psychiatric reasons must be certified by the licensed physician or licensed psychiatrist who is currently treating the student for the diagnosis presented. For more information about this service, please contact Egypt Thomas (706) 986-0396 (EXT. 346).

### ILLNESS DURING SCHOOL

Symptomatic students will be isolated until they are picked up by a parent or guardian. Parents or guardians will be contacted. A school nurse is available to assist as needed.

### Infectious Disease Protocols

Students who have symptoms of respiratory or gastrointestinal infections, such as cough, fever, sore throat, vomiting, or diarrhea, should stay home. A child is not to return to school until fever, diarrhea and/or vomiting have stopped for a full 24 hours, without the aid of medication. TCS follows guidance from the Department of Public Health regarding COVID-19 illnesses and exposures.

### BEHAVIOR BY SCHOOL EMPLOYEES

#### **\*\* STUDENT REPORTING OF ACTS OF SEXUAL ABUSE OR SEXUAL MISCONDUCT**

*"20-2-751.7.(a) The Professional Standards Commission will establish a state mandated process for students to follow in reporting instances of alleged inappropriate behavior by a teacher, administrator, or other school employee toward a student which will not prohibit the ability of a student to report the incident to law enforcement authorities.*

(a) Any student (or parent or friend of a student) who has been the victim of an act of sexual abuse or sexual misconduct by a teacher, administrator or other school system employee is urged to make an oral report of the act to any teacher, counselor, or administrator at his/her school. The report will be investigated immediately by school or system personnel.

(b) Any teacher, counselor or administrator receiving a report of sexual abuse or sexual misconduct of a student by a teacher, administrator or other employee will make an oral report of the incident immediately by telephone or otherwise to the school principal or principal's

designee and will submit a written report of the incident to the school principal or principal's designee within 24 hours. *If the principal is the person accused of the sexual abuse or sexual misconduct, the oral and written reports should be made to the superintendent or the superintendent's designee.*

(c) Any school principal or principal's designee receiving a report of sexual abuse as defined in O.C.G.A. 19-7-5 will make an oral report *immediately, but in no case later than 24 hours from the time there is reasonable cause to believe a child has been abused. The report should be made by telephone and followed by a written report in writing, if requested, to a child welfare agency providing protective services, as designated by the Department of Human Resources, or, in the absence of such agency, to an appropriate police authority or district attorney.*

Reports of acts of sexual misconduct against a student by a teacher, administrator or other employee not covered by O.C.G.A. 19-7-5 or 20-2-1184 will be investigated immediately by school or system personnel. If the investigation of the allegation of sexual misconduct indicates a reasonable cause to believe that the report of sexual misconduct is valid, the school principal or principal's designee will make an immediate written report to the superintendent and the Professional Standards Commission Ethics Division.

### INTERNET USE

The use of the internet in instructional programs is an educational strategy which facilitates communication, innovation, resource sharing, and access to information. Use of the internet must be in support of education and research and consistent with the educational mission, goals, and objectives of the school system. School personnel monitor the online activities of students and the use of the chosen technology protection measures to protect against access through computers to visual depictions that are obscene, child pornography, or harmful to minors.

### Things to Remember:

Unauthorized use of any electronic devices while inside a school facility or during the process of an instructional activity is prohibited. If a student brings an electronic device to school, the device is subject to search if there has been a rules infraction.

Instruction begins at 8:00 a.m. Students should be on time for classes.

If a student needs to check-out early or get a bus change note, please fill out the transportation change request in the front office.

- No commercial fast-food should be brought into the lunchroom.

### Plagiarism

Plagiarism is becoming more of a problem/issue as information becomes so easily accessible through the Internet. We strive to educate our students as to what constitutes plagiarism as well as how to avoid it.

As stated on the Indiana University Bloomington website:

*Plagiarism is defined as presenting someone else's work, including the work of other students, as one's own. Any ideas or materials taken from another source for either written or oral use must be fully acknowledged, unless the information is common knowledge. What is considered "common knowledge" may differ from course to course.*

- A. A student must not adopt or reproduce ideas, opinions, theories, formulas, graphics, or pictures of another person without acknowledgement.
- B. A student must give credit to the originality of others and acknowledge an indebtedness whenever:
  1. Directly quoting another person's actual words, whether oral or written.
  2. Using another person's ideas, opinions, or theories:
  3. Paraphrasing the words, ideas, opinions, or theories of others, whether oral or written;
  4. Borrowing facts, statistics, or illustrative material; or
  5. Offering materials assembled or collected by others (including Artificial Intelligence) in the form of projects or collections without acknowledgement.

### LOST AND FOUND

Found articles are turned in to the office. If the article is labeled, you will be called to pick it up. If the article is unlabeled and not claimed by the end of each semester, it will be turned over to a welfare agency (Sunshine. House). The school will NOT be responsible for items brought to school in violation of school rules. Here is a list of helpful hints to go over with your student in order to avoid losing your possessions:

- Do not bring large amounts of money to school. Money is extremely difficult to track and identify.
- Use checks or money orders when paying for field trips, purchases, or fundraisers.
- Do not bring your valuable items to school. If you don't want to lose it, don't bring it to school.
- Do not take any items of value with you to P.E. The coaches do not have any way to keep it safe for you.
- Make sure that your name is on all of your possessions (for example: jackets, calculators, book bags, etc.).
- Do not tell your locker combination to any other student. Keep your locker locked.
- Never leave your possessions lying around. Keep all items, including books, in your locker when you are not using them.
- All lost textbooks should be turned into the office. If you lose a textbook, report it to your teacher. Hopefully, we will be able to help locate your book. If textbooks cannot be located, students are responsible for the cost of the lost book.
- If you lose an item, write down a description of the item with the following: where and when it was lost, your name, and homeroom. When completed give this information to your teacher or take it to the office. We'll keep an eye out for it and return it to you if it comes in.

### Deliveries to School

In an effort to maintain academic focus, parents and other individuals should NOT have flowers, balloons, food, etc. delivered to the students during school. Such items create a disruption in the school day and the learning process. Items will be held in the school office until the end of the school day when the student comes to claim it. Students will not be called to the office for deliveries, nor will delivery persons be permitted to deliver items to the classroom.

### MCKINNEY - VENTO HOMELESS ASSISTANCE ACT



The Taliaferro County Charter School System ensures that each child of a homeless individual and each homeless youth has equal access to the same free appropriate education, including a public preschool education, as provided to other children and youths.

### MEDIA CENTER

The TCS media staff is committed to providing a user-friendly atmosphere while supporting the TCS community in all curricular and extracurricular activities. Vast assortments of media materials are available every regular school day. Additional resources are accessible from the school website. You are responsible for the correct usage of all media resources, books, supplies, and equipment. Fines will be levied on any lost or damaged books.

Technology is a complementary resource available to students in the classroom, labs, or media center. You and your parents are expected to complete the TCS Acceptable Use Policy form prior to using any computer or other form of technology. All computers and equipment are the property of the school and should be used in an appropriate manner. You may be denied the use of technology and computers for a period of improper use. Damage to equipment or inappropriate use may also result in restitution to cover the cost of replacement or repair and/or disciplinary action. Inappropriate use includes, but is not limited to, handling the equipment in a rough manner, using other students' passwords or login names, using profanity, removing parts of equipment, and gaining knowledge of and/or using teacher's passwords. Refer to the TCS Technology Policy on the website

### MEDICATION

We discourage any medication being given at school unless prescribed by a physician. If it is necessary to send a small amount of medicine to school, these steps must be followed:

1. The container of over-the-counter medicine must be clearly labeled with the student's name, the time(s) the medicine is to be given, and the amount of medicine to be given.
2. A written note from the parent must accompany all medicines so that school personnel are aware of any medication taken by the student. TCS prefers that the parent or guardian bring the medication with instructions to the nurse's office.
3. Medicine is to be taken to the office immediately upon arrival at school and will be administered only in the nurse's office.
4. Supplies for minor first aid are available in the nurse's office. *The school will not provide any medication including Tylenol, aspirin, or Pepto-Bismol.*
5. Students found with any medication will be subject to disciplinary action.
6. Prescription medicine must be sent to the office in the original container.

### NATIONAL JUNIOR HONOR SOCIETY/ HS/ HONOR SOCIETY

Membership in the National Junior Honor Society is both an honor and a responsibility. Students selected for membership are expected to demonstrate the qualities of scholarship, service, leadership, citizenship, and character. The selection procedure is determined by the Faculty Council of TCS and is open to qualified second-semester sixth, seventh, and eighth graders who have attended TCS for the equivalent semester.

Selection is based on the following:

1. Students' academic records are reviewed to determine scholastic eligibility (a minimum of a 94.0 cumulative grade point average).

2. Scholastically eligible students will be notified and asked to complete a Student Activity Information Form.
3. All faculty members will be requested to make comments on candidates using a Faculty Evaluation Sheet.
4. The Faculty Council will review the Student Activity Information Form and the Faculty Evaluation Sheet to define the student's leadership, service, citizenship and character.
5. Candidates receiving a majority vote on the Faculty Council will be inducted into the chapter each spring.
6. Students who are selected, and their parents, will be notified of selection and given information regarding the upcoming induction ceremony and the obligations of membership in NJHS. All non-selected students will also be notified. These procedures were developed in accordance with Article IX of the National Junior Honor Society Constitution (2005).

#### NONDISCRIMINATION NOTICE

Taliaferro County School System does not discriminate in any educational, employment or other activity under its jurisdiction based on race, color, national origin, religion, gender, disabling condition, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. Taliaferro County BOE will honor all appropriate laws and regulations relating to discrimination. Any person who believes he/she has been discriminated against or harassed in violation of this policy must make a complaint in accordance with the procedures outlined in the Taliaferro County Policy Manual and should contact Dr. Andreana Jones, Superintendent for Student Support and Community Relations/ Ciara Turner Sports Equity/Title IX Coordinator at the Taliaferro County Board of Education at (706)-986-0396 (ext. 305).

#### OFFICE SERVICES

Our office staff is available to assist parents and students. Since we do not allow students to use cell phones during school, we allow students to use the telephone in the office for missed buses and emergencies. The nurse will call you if your child is sick. If your student is checking out early or late to school, we require that parents come into the office to sign your child in/out.

Students may leave school early with a parent/guardian or those people listed on the student information form. If the emergency information changes during the year, please be sure to keep us informed. Adults may be asked for identification before taking a student off campus. We cannot call your child for an early dismissal after 2:45 p.m.

It is important that parents keep the emergency contact information up to date with the Taliaferro County School office. We do not allow adults to check out students unless they are authorized on the "Check-Out List." Identification may be requested.

Students are to bring any notes such as bus changes, absentee, or any other change to the front office before 8:15. Please have students at school by 7:45 a.m. Morning announcements start at 7:50 a.m., and students need to hear important messages from these announcements. Students are considered tardy at 8:00 a.m. We ask that parents bring their student into the office to sign in if he or she is tardy. **ALL STUDENT DRIVERS NEED TO REPORT TO THE FRONT OFFICE IF THEY ARE TARDY.**

### Field Trips

Eligibility will be based on:

- Attendance
- Behavior
- Grades
- Other items outlined by the teacher, or club/sponsor

Failure to meet these guidelines will result in not attending the trip. All efforts will be made to secure a refund for you, but there is no guarantee that the money can be refunded. Concerning student behavior and dress code, all school handbook rules, and code of conduct will apply.

### PARENT COMMUNICATION

Effective communication between school and home is vital to a good school program. We ask that students and parents help us in this important endeavor. From time to time, students will be asked to take notices, letters or other periodicals home to their parents. Students, please see that these are delivered to parents in good condition. We encourage parents to show their interest by reading and responding to these notices. A good way to get information about your school is through visiting the school webpage at [www.taliaferro.k12.ga.us](http://www.taliaferro.k12.ga.us). Here, information can be found about the school, teachers, administrators, and upcoming events as well as links to the teacher's email.

Parents can view their student's attendance and grades on the internet through Power School. We encourage checking information weekly on the Portal. If you do not have your Parent Portal login information, please contact Egypt Thomas at (706) 986-0396 (ext. 346) during regular business hours and she will help you.

### PARENT CONFERENCE

To maintain open communication between students, parents, and teachers. Parent conferences are conducted informally throughout the year to inform and encourage each student to achieve to the best of his/her ability. Parent conferences with the principal are encouraged at any time and at pre-scheduled times with the teacher. A parent wishing to schedule a conference with his/her child's teacher should contact the school counselor by phone. Conferences should be scheduled at least one (1) day in advance. Each teacher will arrange a parent conference for each student as often as necessary throughout the school year. All parents will meet with the teacher during conference days in the fall. Spring conferences will be scheduled by the homeroom teacher if needed.

Teachers also use individual notes, email and/or student folders. Some notes, graded papers and/or the folder will require a parent's signature to let the teacher know the information was received. Grades will also be accessible through our Student Information System -- PowerSchool. We encourage all parents to use this resource to keep informed of your child's progress in meeting grade level standards.

### PARENT LOCATION INFORMATION/EMERGENCY PHONE NUMBER

We must be able to locate our parents in emergencies. It is the parent's responsibility to notify the school of any changes in address, home and/or business phone number(s), whom to call in case of emergency or other information of which the school should be aware. We often mail information home to you, and it is very important that we have accurate mailing addresses.

#### PARENT PORTAL

Parent Portal <https://talialferro.powerschool.com/public/> is available to students and parents online. Here you will find instant access to accurate, current, and confidential information about your child(ren)'s school attendance, grades, class assignments, and more! We encourage all students and parents to check this site regularly. Parents need to contact Randy Garner, Egypt Thomas, or Scott Arenal to obtain login information. 706-986-0396

#### PARENT TEACHER ORGANIZATION (PTO)

The Parent-Teacher Organization (PTO) is dedicated to the improvement of education and harmonious relations between schools and the community. We encourage all family members to take an active part and share their interest in the TCS PTO program.

#### PAWS PRIDE:

To help create an orderly, respectful, and predictable school environment, Taliaferro County School implemented Positive Behavioral Interventions and Supports (PBIS). PAWS is a system designed to promote positive behaviors and diminish inappropriate student behavior.

We expect all students at TCS to: BE RESPECTFUL, BE KIND, BE PREPARED, BE ON TIME, and BE ON TASK.

#### RIGHT TO KNOW PROFESSIONAL QUALIFICATIONS OF TEACHERS AND PARAPROFESSIONALS

In compliance with the requirements of the Elementary and Secondary Education Act of 1965 as amended through P.L. 114-95, enacted December 10, 2015, the Taliaferro County Charter School System would like to inform you that you may request information about the professional qualifications of your student's teacher(s) and paraprofessionals. The following information may be requested:

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

If you wish to request information concerning the qualifications of your child's teacher and/or paraprofessional qualifications, please contact the principal, at (706)986-0396 (ext. 304).

#### PERSONAL PROPERTY

Students are expected to bring to school only the items of personal property, which are necessary for participation in class and extracurricular activities. Items which are considered potentially dangerous or disruptive of school procedures will be confiscated. Student theft will be severely dealt with by the administration. Students are especially encouraged not to bring valuables and large sums of money to school. Students are encouraged to place names on valuable personal items (shirts, shorts, pants, dresses, shoes, etc.).

#### PROMOTION REQUIREMENTS ES/MS

In order to be promoted into the next grade level, students must receive a grade level determination of On/Above reading grade level on the ELA Milestones Assessment, a level 2 or higher on the Math Milestone Assessment, cannot be failing more than 1 academic class and do not have more than 10 unexcused absents.

If students do not meet the criteria for promotion, students will either be “placed” into the next grade level or “retained” in their current grade level.

#### PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents certain rights regarding privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Specific activities and surveys covered under this requirement include: (1) collection, disclosure, or use of personal information for marketing, sales or other distribution, (2) administration of any protected information survey not funded in whole or in part by the state of federal Department of Education, and (3) any non-emergency, invasive physical examination or screening as described above.

#### REGISTRATION OF NEW STUDENTS

The admission of students to the appropriate general and special education programs operated by Taliaferro County School System will be strictly and solely in accordance with the provisions of Georgia law and these policies and rules. The conditions of admission, assignment, and attendance, including curricular and extracurricular offerings under the auspices of Taliaferro County Schools will be applied without regard to race, creed, religion, color, national origin, gender, disabilities, marital or parental status. A child must present a birth certificate when he/she enrolls in Kindergarten or First Grade in the Taliaferro County School System. A birth certificate will be requested from students transferring into the school system. All children entering Georgia Public schools for the first time are required to have hearing, vision, and dental screenings by a qualified member of the local Health department or by a private physician. Verification of those screenings must be provided on the official form issued by the State of Georgia. Every child entering Taliaferro County Schools for the first time, regardless of grade level, must present a completed Certificate of Immunization to the school on the official form issued by the State of Georgia. A copy of the child’s social security card is also requested in order to verify that the number is correct. Two proofs of residency in Taliaferro County are also required at the time of enrollment. All registration forms must be completed before the child is enrolled.

#### RELEASE OF STUDENT INFORMATION

All directory information is subject to release without parent notification, to include name, address, telephone number, date of birth, major fields of study, participation in activities,

weight and height of athletes, dates of attendance, degrees and diplomas, honors and awards, and most recent previous educational agency or institution attended.

Without the consent of the parents, educational records may be released to schools requesting them, guardians, emergency personnel/services, DFCS, courts, state and local officials, police, first aid, and school system officials who have a legitimate interest. If any parents have concerns about this policy, please contact the school.

In most cases, where parents are divorced, both individuals have equal rights where their child is concerned. If there is a court order that limits the rights of one parent, it should be brought to the school to be filed with a permanent record.

### REPORT CARDS

Through PowerSchool, progress reports are issued four times during the year. Progress reports allow students to take advantage of improving their efforts before the grading period ends, and report cards determine a final grade for each marking period.

Through PowerSchool, report cards are also issued four times during the school year. A passing grade (70) must be earned to gain credit for a class. We ask parents to watch these important reports when they become available. If you have any questions or concerns, please contact the school.

### RESTROOM USE

Students are provided regular opportunities to use the restrooms during the school day. Because instructional time is so important, they are encouraged to take care of restroom needs during the opportunities provided. When students request to use the restroom during instructional time, teachers will honor those requests as appropriate. However, they may be asked to make up for the missed time during lunch break, after school, or at another appropriate time.

Should the student have medical issues that necessitate frequent restroom breaks, we are more than willing to accommodate your student's needs. We do ask that parents send us a doctor's note detailing the problem so that we can keep that information on file in your permanent record.

### SCHEDULES AND CHANGES

Schedule changes will be made prior to and first three days of the semester for the following reasons:

- ❖ Student does not have proper prerequisites.
- ❖ Senior must have another course to graduate.
- ❖ A computer error was made.
- ❖ Student has already received credit for this course.

This procedure for schedule changes will be explained to the students in advisement.

### SCHOOL DAY

The school day is from 7:45 a.m. until 3:05 p.m. Monday thru Thursday, 7:45 until 2:30 on Friday. The school building does not open until 7:30 a.m. Students who are dropped off before 7:30 a.m. will not be supervised.

### SCHOOL DEBTS

If a student owes the school money, he or she will not be allowed to participate in extracurricular activities. This includes such things as basketball, band, field day, etc. Student debts may include not returning a textbook or library book, damage to school property, or any other school fees owed. Please use PowerSchool to check for any fees owed. Students and parents will always be notified if they owe money. You can check your debt status by contacting the school to be referred to the appropriate person.

### SCHOOL GOVERNANCE TEAM

The Taliaferro County School-School Governance Team meets monthly on the 3rd Wednesday at 12:00 p.m. With representatives from staff, parents, and community/business, the School Governance Team stays abreast on current topics of interest at our school and in education. The primary purpose of the School Governance Team is to bring parents, other community members, faculty and staff members, and school administrators together to share ideas for school improvement.

### SCHOOL NUTRITION PROGRAM

A balanced lunch and breakfast are served to any child whose parents choose to have him/her eat at school. The School Breakfast and Lunch Programs provide healthy and nutritionally balanced meals to students each day. School breakfasts and lunches must meet the Dietary Guidelines for Americans and federal nutrition standards. In order to qualify for this benefit program, the parent or guardian must be a resident of the state of Georgia and a parent or primary caregiver responsible for a child(ren) who attends school (high school or under). Students qualify for free meals if they attend Taliaferro County School as we are a Free breakfast and lunch School under the Title I federal government program.

#### Breakfast Information:

Students are encouraged to eat well-balanced meals. Breakfast is served each day before homeroom in our cafeteria for those wishing to eat at school. Breakfast begins at 7:45 a.m. and ends at 8:30 a.m. except for a late school bus. Prices for adult meals and monthly menus can be found on our system website.

### SEARCH AND SEIZURE

School officials have the authority to conduct reasonable interrogations of students to properly investigate and manage student misconduct. Any student can be searched with a duly executed warrant, or a student can be searched without a warrant if reasonable suspicion exists, and there are exigent circumstances which make it impractical to secure a warrant. This applies where reasonable suspicion exists when a school official has knowledge of facts which cause him/her to believe a crime or rule of infraction has been committed. Searches based on reasonable grounds will proceed without hindrance or delay but will be conducted in a manner that is not excessively intrusive in consideration of the age and gender of the student. In the event the search of the student's person, personal possessions, belongings, or desk reveals the student is concealing substance(s) or weapon(s) or other contraband prohibited by federal, state, or local law, school

officials will notify local law enforcement authorities so that they may take appropriate action. Desks, lockers, and storage spaces that are provided to students are the property of the school district. The principal or designee may conduct general inspections on a periodic basis, including unannounced searches, and may open desks, lockers, storage spaces, and examine the contents. Searches of students or their personal belongings will occur when there is a reasonable suspicion to believe that the student has violated or is violating state or federal laws, local codes, or School Board Policy. Reasonable efforts to locate the student will be made prior to the search. If the student is present, the school official will advise him/her of the circumstances justifying the search and seizure of the objects that the official believes the search may disclose. Stolen items and items that are specifically prohibited by law, School board policy, or city or county codes will be impounded. These items will be secured by appropriate law enforcement officers, and disposition will be determined by the appropriate authority. Additionally, unannounced canine searches and/or searches with metal detectors may be randomly conducted by school or law enforcement officials as part of the Safe Schools Initiative.

#### SECTION 504 GRIEVANCE PROCEDURES

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 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. Randy Garner is Taliaferro County Section 504 Coordinator and can be reached at Taliaferro County office at (706) 986-0396.

#### SEXUAL HARASSMENT

Sexual harassment in school may come from teachers, other adults, students or anyone else the victim may have contact within school, at school-related activities, or at work (co-op job or any other type of job after school hours). The range of behavior that may be constituted as sexual harassment includes.

- (1) Staring or leering at a student after that student has indicated that the behavior is inappropriate may be considered sexual harassment;
- (2) Sexual comments or jokes told to or in the presence of a student after the student has indicated the behavior is inappropriate may be considered sexual harassment.
- (3) Sexual comments made to other students concerning another student after that student has indicated that the behavior is inappropriate may be considered sexual harassment.
- (4) Requests for sexual activity.
- (5) Physical contact of a sexual nature.

Depending on the severity of the offense, a student who has been found guilty of the sexual harassment may be subject to disciplinary actions including, but not limited to the following:

- (1) Counseling on the problem of sexual harassment in our culture and in our schools;
- (2) Apology to the victim;



- (3) In-School Suspension;
- (4) Suspension from school;
- (5) Assignment to Alternative School; and/or,
- (6) Expulsion from school.

*The Professional Standards Commission will establish a state mandated process for students to follow in reporting instances of alleged inappropriate behavior by a teacher, administrator, or other school employee toward a student which will not prohibit the ability of a student to report the incident to law enforcement authorities. Each local school system will be required to implement and follow such state mandated processes and will include the mandated process in the student handbooks and in employee handbooks or policies."*

*"Any student (or parent or friend of a student) who has been the victim of an act of sexual abuse of sexual misconduct by a teacher, administrator or other school system employee is urged to make an oral report of the act to any teacher, counselor, or administrator at his/her school....which will be investigated immediately by school or system personnel."*

Students experiencing sexual harassment should immediately notify the person that the behavior is inappropriate/unwanted and report such harassment immediately to a teacher, an administrator, or to a counselor so the school can take appropriate action.

### SPORTS EQUITY

If you have a grievance regarding athletics equity, please contact Ciara Turner, Athletic Director at the Taliaferro County School  [\(706\) 986-0396 \(ext.315\)](tel:7069860396).

### STUDENT DROP-OFF AND PICK-UP

Parents may drop-off and pick-up students in the drop-off and pick-up areas. This includes times of inclement weather. The parent drop-off and pick-up area is located at the front of the school. In order to help with the traffic and to expedite the drop-off/pick-up process, staff members are stationed at either end of the loading area. Watch the staff members for directions as they conduct the traffic. Car riders will exit the building through the double doors at the main entrance. **All vehicles must have a school issued car rider tag displayed at pick-up time. If not, parents must park in the designated area and come into the school for verification.**

Children are not allowed to cross the street or driveway to go to cars in the parking lot. Parents should stay in line to get children. If you need to enter the building, please park in the designated parking area in front of the school so traffic will not be blocked. Please follow these same procedures for dropping off children in the mornings. Parents are asked not to park on the bus side of the school to come in and get their child.

### STUDENT HEALTH

Georgia state law requires that a standard certificate of immunization be filed at school for every student in Georgia public schools. This certificate may be obtained from your family doctor or the County Health Department. Parents and school officials are legally responsible for complying with this law. It is a misdemeanor for the school to allow a student to attend school without this certificate. Each student must also have a hearing, vision, and dental examination on file, which is also available from your family doctor or the County Health Department. Good health and hygiene are important to the academic success and well-being of all students.

A registered nurse provides the following services:

- 1) screenings for hearing, vision, and scoliosis;
- 2) identification of communicable diseases;
- 3) assessment of students with health concerns and referrals to appropriate agencies or services;
- 4) coordination of dental screenings and complete dental services with the Help a Child Smile program;
- 5) checking for up-to-date immunization;
- 6) care plans for students with health care needs such as severe allergies, feeding tubes, tracheostomies, asthma, mobility issues and many others.

At any time during the school day, the school nurse can be contacted by phone for emergencies. Members of the school faculty have received training on universal precautions, CPR, AED, emergency preparedness, and medication safety. Students must have up-to-date immunization records on file in their permanent record. These include Form 3032 with updated shots- 5 DPT, 3 hepatitis B, 4 OPV, and 2 MMR. All incoming sixth graders must show proof of chickenpox and measles on Form 3189 or Form 3231.

### HEAD LICE

The Taliaferro County School System recognizes that head lice are a community problem quickly spread from one person to another by direct contact with the infected person's head or by sharing of personal items such as combs, brushes, hats or sharing of a coat rack or locker at school. In order to provide a healthy environment for the students in the school system, the following procedures have been adopted:

No student with live lice infestation will be allowed to attend school until properly treated. Preventive measures recommended by health agencies such as the Taliaferro County Health Department, the Center for Disease Control and Prevention, the American Pediatrics Association and the National Association of School Nurses will be adopted by the school system to help address the number of cases within the school year and will include the following:

1. Students, parents, and teachers will be educated on measures to prevent head lice infestation.
2. Any student found to have dead or live lice, and nits (eggs) will be sent home. A head lice information packet will be sent home with each student positive for head lice. Students sent home will be considered to have an excused absence.
3. School personnel will participate in continuous monitoring of head lice infestation symptoms, intense itching and scratching of scalp and presence of nits. If a teacher discovers that a student in his/her classroom has a possible head lice infestation, the student will be sent to the office with a note for a check for lice.
4. The school Nurse will notify the parent/guardian about the lice infestation and need for pick-up. At that time, the parent/guardian will be informed of the school system lice policy.
5. An information packet will be sent home with the parent and will contain the following: notification letter, checklist of household treatment and eradication, pamphlet from county extension service, instructions for home management and requirements for re-admittance to school. The school Nurse will also review procedures for treatment with the parent.
6. If the student has siblings, they will be screened.

### Requirements for Re-admittance to School

### *First Occurrence*

1. Proof of treatment: container of shampoo or shampoo box used and household treatment checklist.
2. Hair free of lice and nits dead or alive.
3. Re-inspection after treatment by a school nurse.
4. Must be brought to school by parent or guardian and checked by the school nurse prior to going to class.

Students will be re-admitted to school the day after treatment if all requirements are satisfied. If the requirements are not met, the school Nurse or designee will notify the parent/guardian to pick up the student and discuss with them the requirements necessary for re-admittance. In the event the parent/guardian or other emergency contact cannot be reached, the School Counselor will be contacted and will take appropriate measures at that time.

### *Second Occurrence*

The same procedures should be followed as with the first occurrence. Additionally, students will be required to have a letter from their physician or the health department verifying they are free of lice. The evaluation of the school Nurse will also be considered.

### *Third Occurrence*

The school counselor and school Nurse or health district personnel will discuss control treatment and preventive measures. Parents will be referred to their physician and/or the health department to obtain a letter of re-admittance to school. The school counselor will also be consulted at any time attendance becomes an issue.

This school system does not promote the use of pediculicidal sprays in the school due to the unnecessary exposure of children to insecticides when thorough cleaning procedures and vacuuming are used throughout the school system.

### STUDENT CODE OF CONDUCT

We require each student to read the Student Code of Conduct carefully with a parent or guardian. It is expected that both the student and the parent/guardian sign the contract form included at the end of this handbook and return the signed contract form to the school. Students will receive instruction in the Student Code of Conduct through participation in sessions conducted at school.

1. THE TALIAFERRO COUNTY PUBLIC SCHOOL SYSTEM'S STUDENT CODE OF CONDUCT IS FOR ALL STUDENTS.
  - The student and parent/guardian will be responsible for knowing the contents of this booklet as well as information in your individual school's handbook.
  - Student codes of conduct will be available online for students in each school and in each classroom. Printed copies are available upon request.
  - The local board of education will provide for the distribution of student codes of conduct to each student upon enrollment (visit [www.taliaferro.k12.ga.us](http://www.taliaferro.k12.ga.us)) and to the parents and guardians of each student and may solicit the signatures of students and parents or guardians in acknowledgement of the receipt of such student codes of conduct.

2. THE SCHOOL BOARD HAS AUTHORITY OVER MANY AREAS.
  - This includes while students are at school, on school property, enroute to and from school, at the bus stop, on the bus, on field trips, within the school safety zone, and at school sponsored activities.
3. THE SCHOOL SYSTEM SUPPORTS PARENTAL INVOLVEMENT IN POLICY MAKING.

The Policy encourages:

  - Proper parental supervision.
  - Appointing a parent committee for the school.
  - Scheduling community meetings for parents to come and provide input.
4. LEARNING IS THE PRIMARY PURPOSE OF THE SCHOOL
  - Anything that interferes with learning will not be permitted.
  - The student must attend class daily, prepared with materials and assignments.
5. STUDENT ATTITUDES ARE IMPORTANT TO THE SCHOOL.
  - Students, as well as all staff and faculty, are expected to display positive attitudes, such as honesty, respect, patience, tolerance, and courtesy.
6. STUDENTS MUST DRESS APPROPRIATELY.
  - Clothing must be clean and modest.
  - Clothing may not promote or advertise alcohol, tobacco or drugs, vulgarity, ethnic slurs, profanity, or any obscene words or pictures.
  - Students cannot wear flip-flops, slides, or bedroom shoes to school.
  - Students cannot wear hoods, caps, hats, sunglasses, or removable dental apparatus in school.
  - Clothing may not sag below the student's waistline.
  - Adherence to the Student Dress Code Policy is required.
7. WE WANT OUR STUDENTS TO HAVE A SAFE SCHOOL
  - Our schools are safe and secure places in which to learn. The safety of our school will be enhanced through periodic, unannounced searches with the use of metal detection devices for weapons. Random searches may be conducted to ensure compliance with the system's Zero Tolerance Philosophy.
  - School administrators may use dogs trained to detect contraband to conduct random searches for contraband in student lockers, other common areas of school buildings, and vehicles parked on school grounds in middle and high schools. A qualified and authorized trainer and a school administrator will accompany the dogs. If a dog indicates that contraband is present on school property, school administration can conduct a further search.
8. STUDENTS MUST LEARN TO GET ALONG WITH OTHERS.
  - Students can expect courtesy, fairness, and respect.
  - Students must offer courtesy, fairness, and respect.
  - Harassment and intimidation will not be tolerated.

9. THE TALIAFERRO COUNTY SCHOOL PROMOTES FREE EXPRESSION AND CIVIL DISCOURSE.
  - Thoughts should be expressed at an appropriate time in an appropriate manner.
  - Foul/abusive language or obscene gestures are prohibited and will not be tolerated.
10. STUDENTS MUST ADHERE THE SAFETY REGULATIONS OF THE TRANSPORTATION SYSTEM.
  - Safe behavior is expected on the bus and at the bus stops.
  - Any behavior that threatens the safety of students or distracts the bus driver is not permitted and will not be tolerated.
  - The Student Code of Conduct applies on the bus.
11. ATTENDING SCHOOL EACH DAY IS EXPECTED.
  - Students should be in school on time, every day.
  - Every third tardy will result in disciplinary action.
  - Student absences from school must be documented according to Board policy.
12. VANDALISM IS NOT ACCEPTABLE AND WILL NOT BE TOLERATED.
  - Students are expected to respect and maintain all school board property and the property of others.
13. THE PRINCIPAL IS THE SCHOOL'S LEADER
  - Address concerns regarding the student to the teacher first, then, if needed, to the principal.
  - The principal has the right to make a final decision or recommendation when rules have been violated.
  - The local superintendent will fully support the authority of principals and teachers in the school system to remove a student from the classroom pursuant to O.C.G.A § 20-2-738
14. SERIOUS MISBEHAVIOR CAN RESULT IN SERIOUS CONSEQUENCES.
  - The local school board will provide for disciplinary actions against students who violate the student code of conduct.
  - The students are expected to understand these important words: in-school suspension, suspension, long-term suspension, expulsion, full calendar year expulsion, and permanent expulsion.
  - A teacher will document a student's violation of the student code of conduct which repeatedly or substantially interferes with the teacher's ability to communicate effectively with students in his or her class or with the ability of such student's classmates to learn to learn. The report will be filed with the principal or the principal's designee within one day of the most recent incident occurrence of such behavior, must describe the behavior, and must not exceed one page. The principal or the principal's designee will, within one day of receiving such report, send the student's parents or guardians a copy of the report, and information regarding how the principal or principal's designee may be contacted.

- The school will make available behavior support processes designed to consider, as appropriate in light of the severity of the behavioral problem, support services that may be available through the school, school system, other public entities, or community organizations that may help the student address behavioral problems; This does not mandate nor prohibit the use of student support teams as a part of the student support process.
- The principal or the principal's designee will send written notification to the teacher and to the student's parents or guardians of the student support services being utilized or the disciplinary action taken within one school day and will make a reasonable attempt to confirm receipt of such written notification by the student's parents or guardians. Written notification will include information regarding how the student's parents or guardians may contact the principal or the principal's designee.

### SUSPENSIONS

Short-term suspension means the exclusion of a student from the regular classroom setting in a public school for any period from one (1) to not more than ten (10) school days including the following options:

- 1) Suspension at the student's assigned school.
- 2) Suspension at an alternative site pending disciplinary tribunal hearing decision.
- 3) Suspension out of school to home.

Long-term suspension means the exclusion of a student from a public school for more than ten (10) days but not beyond the current school semester (one-half year).

Suspension from school includes suspension from all school-related activities and programs.

It is the preference of the school board that disruptive students be placed in an alternative education setting in lieu of being suspended or expelled but repeated disruptive behavior and/or major offenses may warrant the suspension or expulsions of a student.

### EXPULSIONS

Expulsion means the exclusion of a student from the regular classroom setting in a public school beyond the current school semester.

Full Calendar Year Expulsion means the exclusion of a student from the regular classroom setting in a public school for a period of not less than one calendar year.

Permanent expulsion means the permanent exclusion of a student from a public school system. The suspension notice for in-school suspension will include at least the following information:

1. Reason(s) for the suspension and date(s) of suspension are to be clearly stated; a parent/guardian is expected to participate in a conference with the principal or assistant principal in order for the student to be readmitted to the regular classroom.
2. The student will not be allowed to participate in extra-curricular activities or field trips during the suspension period.
3. When a student is assigned in-school suspension, a parent/guardian will be expected to enter into an agreement with the principal or assistant principal which outlines the guidelines of the

in-school suspension program, including re-admission procedures.

4. The suspension notices for out-of-school suspension (10 days or less) or request for long-term suspension/expulsion (greater than 10 days) will include at least the following information:
  1. The reason(s) for and the date(s) of suspension/or the request for long-term suspension/expulsion is to be clearly stated.
  2. If a request is being made for long-term suspension or expulsion, a parent/guardian should be told that an investigation is being conducted by the administrators and of the possible consequences. Parent/guardian should be notified that a student can attend school at an alternate location pending the disciplinary tribunal hearing decision.
  3. The student will not be allowed to participate in any extra-curricular activities or field trips and is not permitted on any property owned by the School Board except for suspension at an alternative location pending a disciplinary tribunal hearing decision.The severity of student action may warrant a tribunal hearing conducted by trained disciplinary hearing officer pursuant to O.C.G.A § 20-2-751 through § 20-2-759 including the ability to honor disciplinary orders of private schools and other public school systems pursuant to O.C.G.A §20-2-751.1 (The hearing officer must receive both initial and continuing education to serve in such capacity).

## PROCEDURES

A school is judged by the actions of its students in school and at school sponsored activities. At all times when students are under school jurisdiction, they are expected to conduct themselves in an orderly, courteous, dignified, and respectable manner. In an effort to maintain an orderly atmosphere in the school and on the school grounds, the staff's authority extends to all students, even if the staff member is not the student's teacher. Students are expected to follow Taliaferro County School policies and procedures while attending all school-related events and functions. Violators will be disciplined according to the school's discipline policies.

## STUDENT HEALTH INSURANCE

School insurance is NOT offered to students. Any student participating in school athletic programs are encouraged to carry health insurance in the case of a sports injury.

## STUDENT LOCKERS

Lockers are provided to students. Principal E. Smith will assign locker numbers. TCS strongly discourages sharing lockers with other students or allowing other students to put their belongings in a locker not assigned to them. Each student is responsible for all items found in his/her locker! Students are expected to use lockers responsibly and to take care when opening and closing lockers to avoid the risk of injury. They are expected to keep their lockers clean. To reduce infestation by pests, students should not keep food/food wrappers, candy/candy wrappers, gum/gum wrappers, etc., in lockers. Irresponsible use of a locker could result in loss of the privilege to use it.

## STUDENT MESSAGES

Taliaferro County School offers two options for parents to use if they need to get a message from their students. Remember, the Taliaferro County Board of Education's policy states that unauthorized use of any electronic devices while inside a school facility or during the process

of an instructional activity is prohibited. Please contact the front office instead of your student. Our front office number is 706-986-0396 or email us at [lpashall@talialferro.k12.ga.us](mailto:lpashall@talialferro.k12.ga.us)

Only messages from verified parents and guardians (you must provide the last 4 digits of your social security number) will be delivered and messages *received after 2:30 might not get delivered before the end of the day. Please contact us as early as you can.*

Messages will be delivered from Parents to students and will be limited to the following:

- A. notification of death, serious illness, or disaster in the family
- B. medical appointments unexpectedly changed.
- C. an unexpected change in the work schedule of a student on the work program
- D. Transportation change (NOTE: Parents MUST notify the front office of any changes BEFORE 2:45 p.m.)

School intercoms will be used only for emergencies.

### STUDENT PERMANENT RECORDS

Students must have a copy of the birth certificate, social security card (or waiver), eye, ear, and dental form, and updated immunization information on the Georgia form maintained in the student permanent record. These records are kept confidential and secure.

### STUDENT BEHAVIORS WARRANTING REQUEST FOR EXPULSION

*Behaviors which will be referred to court*

- a. Aggravated assault
- b. Attempted arson
- c. Assault or battery of a school employee
- d. Bomb threats, or other false reports to 911 or the school office
- e. Commission of any act which constitutes a felony
- f. Criminal/delinquent acts of extortion or attempted extortion, harassment or intimidation
- g. Fireworks, stink bombs, or other explosives; possession, distribution, use or lighting
- h. Participating in and/or instigating a riot (major disturbance) within a group or gang
- i. Possession or use of any dangerous instrument which may be used to inflict bodily harm including a firearm, knife, razor blade, and/or starter pistol.
- j. Possession or use of mace, pepper gas, tear gas, etc.
- k. Public lewdness or indecent exposure (indecent exposure referred to court)
- l. Retaliating against a school employee, either on or off school property
- m. Severe false accusation of employee by student
- n. Severe violent behavior on school property or at a school function
- o. Sexual harassment or misconduct
- p. Terroristic threat
- q. The use of illicit drugs and the unlawful possession and use of alcohol are wrong, harmful and illegal; therefore, no student will possess, sell, use, transmit, handle, display, distribute, or otherwise use or be under the influence of any narcotic, hallucinogenic drug, amphetamine, barbiturate, marijuana, any other controlled substance, or drug paraphernalia, alcoholic beverage, intoxicant



of any kind or any substance represented to be illegal drugs or imitation controlled substance while on school property, on the way to and from school, or at a school sponsored function

r. Trespassing or presence on school property while suspended/expelled constitutes criminal trespass

s. Violence, and acts of assault and/or battery

2. A juvenile court referral does not always result in a student being taken to the Youth Detention Center (YDC) from school. Upon receipt of a referral, the court will process the report and will handle it in the usual manner. Student may, however, be transported to YDC depending upon the nature of the offense and the student's previous delinquent acts record.
3. Any offense (even those not listed) may be referred to the juvenile court system.
4. Student placed on suspension or expulsion will be prohibited from attending or participating in any school-sponsored or school-related activities and prohibited from being on any Board of Education campus except their assigned alternative site.

The items in the above list are not exhaustive of behaviors and/or consequences that may result in disciplinary action.

1. Any student alleged to have committed an act of physical violence is as defined in this Student Handbook and will be suspended pending a hearing by a disciplinary tribunal. This disciplinary tribunal will be composed and conducted as directed by O.C.G.A. § 20-2-75.6.

2. Any student who is found by a tribunal to have intentionally made physical contact of an insulting or provoking nature against a teacher, school bus driver, school official or school employee may be disciplined by expulsion, long-term suspension, or short-term suspension.

3. Any student who is found by a tribunal to have intentionally made physical contact, which caused physical harm to a teacher, school bus driver, school official, or school employee will be expelled. The expulsion will be for the remainder of the student's eligibility to attend public school. The student will be referred to Juvenile Court with a request for a petition alleging delinquent behavior. If the student is in kindergarten through grade eight, the school board in its discretion and on the recommendation of the tribunal may permit such a student to re-enroll in the regular public-school program for grades nine through twelve.

In addition to the list of behaviors, which will be referred to court, the following behavior will be referred to Juvenile Court with a request for a petition alleging delinquent behavior.

Acts of physical violence causing physical harm to a teacher, school bus driver, school official, or school employee.

The Superintendent is authorized to refuse the admission or re-admission of any student who has committed one of the following offenses:

1. Murder
2. Voluntary manslaughter
3. Rape
4. Aggravated Sodomy
5. Aggravated Child Molestation
6. Aggravated Sexual Battery
7. Armed Robbery and
8. All other offenses identified as designated felony acts in O.C.G. A. § 15-11-37.

The student or his/her legal guardian may request a hearing to review the student's conduct.

#### IMPACT STATEMENT

To provide a safe and secure environment for students.

AUTHORITY: Constitution of Georgia, Article 8, Section 5, paragraphs 1 and 2  
O.C.G.A. § 20-2-751.6(d); and O.C.G.A. § 20-2-769.1.

#### STUDENTS WITH DISABILITIES

Eligible students with disabilities are served through our special education program, which complies with all state and federal laws. Eligible students with short or long-term disabilities may also be served through Section 504 of the Rehabilitation Act of 1973. This law requires that "no qualified disabled person will, on the basis of disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity which receives or benefits from federal financial assistance." For more information, contact the school. Students with disabilities may be suspended for inappropriate behavior to the extent such alternatives will be applied to children without disabilities. However, specific procedures must be followed. School personnel may suspend a student with disabilities for short-term suspension for up to ten (10) days or less in one school year without input from the IEP team.

- Suspensions of 10 days or less in a school year do not require any specific actions related to the IEP. It is strongly encouraged that schools review the circumstances that led to the child's removal from school and determine if services were being provided in accordance with the IEP and whether the behavior could be addressed through program adjustments. An IEP review should be convened before the 11<sup>th</sup> day of suspension.

Principals may recommend a student for long-term suspension or expulsion (greater than 10 days) by following regular procedures for long-term suspension or expulsion in addition to the following:

- Principal will notify the parent/guardian of the decision to take disciplinary action and of protections under The Individuals with Disabilities Education Act (I.D.E.A.) “not later than the date on which the decision to take action is made.”
- Within 10 days after any suspension of more than 10 days an IEP meeting must be convened, a functional assessment conducted, and a behavior management plan developed, if such a plan has not been developed, or to review and modify, if necessary, an existing plan.
- If the suspension is longer than 10 days, it is considered a change in the placement. The IEP committee must conduct a manifestation of determination review (MDR) within 10 days of action.
  - a. If the IEP team determines that the misconduct is NOT RELATED to the student’s disability, then the student will be subjected to the same discipline as non-disabled student. Special Education records, including discipline records, must be made available to the hearing officer. Services required under the IEP, which now include access to the general curriculum, must continue.
  - b. If the misconduct IS RELATED to the disability, the disciplinary process will continue; however, the student may not be subjected to the same discipline as non-disabled students. An IEP meeting must be held to review the current placement and discuss program changes or modifications.

An Alternative Educational Setting of not more than 45 days can be ordered by school personnel if the disabled student brings a WEAPON to school or possess, uses or sells CONTROLLED SUBSTANCES OR ILLEGAL DRUGS or ordered by a State Department of Education administrative law judge or an order from a court if the school system shows substantial evidence that keeping the child in the current placement is substantially likely to result in injury to self or others.

- If prior to the incident the school system did not conduct a functional assessment and implement a behavioral intervention plan, then not later than 10 days after disciplinary action is taken, the IEP team must meet to develop an assessment plan to address the behavior. If a behavior plan already exists, the IEP team will review and modify as necessary.

*IN THE EVENT THAT NEW STATE LAWS are enacted, some Board policies may be revised to conform to these laws. In the event of conflict, state law controls, and may require certain disciplinary actions for certain offenses.*

### TEENAGE DRIVER RESPONSIBILITY ACT REMINDERS

The Teenage Driver Responsibility Act:

- 1) Applies to all minors aged 15-18.
- 2) To apply for driver’s license or instruction permit, a student must have from the school a certificate that verifies that the student:
  - a. Is enrolled and not expelled from public school.
  - b. Has no more than 10 unexcused absences in the current academic year. (cumulative) or 10 or more unexcused absences in the previous academic year.

- c. Is enrolled in homeschool.
  - d. Has received a high school diploma, GED, special education diploma or certificate of attendance; or
  - e. Is enrolled in post-secondary school, including the GED program.
- 3) Students who have been suspended from their schools but are currently attending alternative schools are NOT eligible for a license or permit.
- 4) Students who are disciplined for the following offenses are not eligible for a license or permit:
- a. Threatening, striking, or causing bodily harm to school personnel.
  - b. Possession or sale of drugs or alcohol on school property or at a school sponsored event.
  - c. Possession or use of a weapon on school property or at a school sponsored event.
  - d. Any sexual offense prohibited in Chp.6 of Title 16 of the GA Code.
  - e. Causing substantial physical or visible bodily harm to, or seriously disfiguring another person, including another student.
- 5) Appeals are available through DMVS (or the agency that takes its place), not the school system.

#### PARKING REGULATIONS

1. All automobiles parked on school grounds must be registered with the school. To register a car, a student should bring his/her insurance card and driver's license to the office. A copy will be made, and the student will be given a form to complete. A \$25.00 fee will be charged.
2. Parking is strictly limited to the student parking area.
3. The school is not responsible for the automobile or its contents.
4. Students are to leave their automobiles and the parking area immediately upon arrival. Students are not allowed to return to the parking lot unless properly signed out in the office or without a pass from an administrator.
5. The speed limit on campus is 5 mph. Speeding/reckless driving will be treated as a disciplinary matter. Suspension of parking privileges, report to law enforcement, and/or loss of privilege will result as a consequence of rule violations.
6. Student vehicles may be subject to search at any time without notice to students. The parking area is a part of school property; anything not allowed in school is not allowed in automobiles on school property. Parking is a privilege that will be lost if these rules are violated.

#### TELEPHONE USE

The office telephones are for business purposes; therefore, TCS asks that you take care of as much of your personal business as you can before you get to school. You are to make your transportation arrangements before coming to school and through written notes from your parents/guardians. The nurse will call if a child is sick. Parent messages will be given to students at the end of the day.

#### Technology Guidelines

*Due to an increase in personal and easily accessible technology, Taliaferro County Schools K-12 is installing new guidelines for technology use on school grounds and for school-sponsored activities. The use of technology as related to the district should be to the benefit of all users—"technology" in this document refers to any electronic device, resource, or communication used*

*by students and staff. District-owned technology and internet access should be used to enhance learning, teaching, and district operations. All forms of electronic communication and uses of technology should be in a manner that improves life-long learning and clarifies understanding in all aspects of education. We know that the consistent use of technology in the learning environment will appropriately equip our students for the challenges of the 21<sup>st</sup> Century work environment. The resources and tools available for access will significantly expand the abilities of students and staff by assisting them in analyzing, synthesizing, and publishing information. This includes the ethical and responsible use of Artificial Intelligence to enhance learning opportunities.*

*All users, whether students, staff, or visitors, are expected to use the available resources in a responsible, efficient, ethical, and legal manner that adheres to the mission of Taliaferro County Schools and Georgia Laws. The use of and access to resources on campus is a privilege that may be revoked or limited at any time for inappropriate behavior or abuse. Any user that accesses these resources accepts responsibility for all actions as a result of that access and may have disciplinary or legal action taken against said user. If any user feels that this document is unfairly restricting their rights, written notification can be provided to the Superintendent for expedited review and remediation. Community members are welcome to provide constructive feedback regarding appropriate use and access to technology resources by staff and students in an organized manner through scheduled Local Board Meetings or requested administrative meetings approved by school leadership.*

*The purpose of this document is to provide guidance to all users in regard to the appropriate use of technology and district resources on campus grounds. All use of district resources should be in a manner that maximizes benefits, provides a safe environment, and ensures the security of confidential information. This document is reviewed locally and submitted to the Georgia Department of Education each October for approval and implementation. If revisions are not recommended by the State within 60-days, the district will use the original submission for the academic year. The policies outlined in this document will be enforced by designated school officials, requiring documentation and clear communication of expectations and actions taken prior to and following enforcement of these policies.*

#### Summary of Guidelines for Student Technology Use:

During regular school hours, the following rules will apply:

- Personal headphone use is prohibited in the hallways and classrooms.
- Classroom use must be academically focused and teacher-directed.
- Cafeteria usage is acceptable unless otherwise prohibited.
- NO FILMING (Photos or Videos) using computers, tablets, or personal devices.
- All school rules apply to technology use, i.e. bullying, language, and content.
- The supervising teacher has the final say within the classroom, only superseded by an administrator.

- The students and parents MUST understand that the School/System administration reserves the right to access information from ALL technology devices (School-owned or Personal) for any information that may be needed to enforce school policy, rules, or laws. Refusal to cooperate in accessing information may result in forfeiture of technology and subsequent turnover of technology to law enforcement officials in order to access information where school or student safety is concerned.

#### Student Consequences:

1st Offense - Device taken for the rest of the day and notification sent to parent by school official. (At this point and beyond, a written description with details of the events needs to accompany the device to the office by the reporting party.)

2nd Offense - Device taken, parent must retrieve from Principal/Superintendent during conference, and ISS/appropriate disciplinary action.

3<sup>rd</sup> Offense- Device taken, parent conference, and appropriate punishment from Principal/Superintendent.

#### Consequences for employees and visitors:

The school reserves the right to take disciplinary or legal action against any individual refusing to abide by these policies. The severity of action taken will depend on the type and extent of misconduct. Minor infractions will be met with limited access to technology resources, removal from school grounds, and similar restrictions, while more advanced violations may involve law enforcement and/or legal action. Capturing the scope of each transgression and matching punishment is a broad task; as such, each situation will be handled on a case-by-case basis by designated school officials. Should a designee be found in violation of these policies, the supervising administrator shall decide on punitive actions.

#### Legalities:

CIPA - The Children's Internet Protection Act is a federal law enacted by Congress in December 2000 to address concerns about access to offensive content over the Internet on school and library computers.

What CIPA requires: Schools and libraries subject to CIPA may not receive the discounts offered by the E-Rate program unless they certify that they have an Internet safety policy and technology protection measures in place. An Internet safety policy must include technology protection measures to block or filter Internet access to pictures that: (a) are obscene, (b) are child pornography, or (c) are harmful to minors, on computers (including mobile devices) that access the Internet by minors.

Schools subject to CIPA are required to adopt and enforce a policy to monitor online activities of minors; and Schools and libraries subject to CIPA are required to adopt and implement a policy addressing: (a) access by minors to inappropriate matter on the Internet; (b) the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; (c) unauthorized access, including so-called "hacking," and other unlawful activities by minors online; (d) unauthorized disclosure, use, and dissemination of personal information regarding minors; and (e) restricting minors' access to materials harmful to them.

Schools and libraries are required to certify that they have their safety policies and technology protection in place before receiving E-Rate funding. CIPA does not affect E-Rate funding for schools and libraries receiving discounts only for telecommunications, such as telephone service. An authorized person may disable the blocking or filtering measure during any use by an adult to enable access for bona fide research or other lawful purposes. CIPA does not require the tracking of Internet use by minors or adults.

*Taliaferro County Schools K-12 uses a variety of protections, including but not limited to: DNS Routing, Firewall Appliances, MDM applications, and Client-Based protections. These protections are routinely evaluated and upgraded as appropriate for the needs of the district.*

FERPA – Family Educational Rights and Privacy Act - A Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records and specifies how districts should handle requests for student information.

HIPAA – Health Insurance Portability and Accountability Act of 1996 – A federal law to establish national standards for electronic health care transactions and national identifiers for providers, health plans, and employers. It also addressed the security and privacy of health data.

Child Online Privacy Protection Act (COPPA)—Schools assume the responsibility for complying with the Child Online Privacy Protection Act (COPPA) and the information that students submit online. When offering these online services to children under 13, schools must be cognizant that COPPA is a regulation that requires parental consent for the online collection of information about users younger than 13. Any school using Web 2.0 tools acknowledges and agrees that it is solely responsible for compliance with COPPA, including, but not limited to, obtaining parental consent concerning the collection of students' personal information used in connection with the provisioning and use of the Services by the Customer and End Users. Taliaferro County Schools will collect parental notification and consent in the form of a permission slip granting the use of technology-related resources for ALL students. This form must be signed on a yearly basis and held on file in the school office.

*See COPPA Permission Form in registration packet*

Cyberbullying – “Cyberbullying” is the use of any electronic communication device to convey a message in any form (text, image, audio, or video) that violates personal rights—including Intimidation, Bullying, Harassment, Discrimination, Hazing, or Retaliation which disrupts or prevents a safe and positive educational or working environment, or places a person in reasonable fear of physical harm or damage to their property. Any form of cyberbullying, by students or staff, is prohibited and will not be tolerated in the School District.

#### Use of District-Owned Technology

The use of district-owned technology is to enhance the educational experiences of students while improving the operational efficiency and teaching by faculty and staff. Any actions that attempt to achieve this purpose in a safe, legal manner are considered acceptable. All actions that do not attempt to achieve this purpose are considered unsafe or detrimental and will be treated as a violation of district policies. Teachers or other supervising adults will enforce appropriate uses of technology resources and the Internet by their students while monitoring the use and providing

intervention if the resource is not being used appropriately. Training and resources will be provided for staff and students upon request regarding the use of district-owned technology.

Internet users are encouraged to find online resources—such as email, blogs, wikis, and websites—that meet the individual needs of the user. Users should take advantage of the networks' many useful functions in order to enhance their experiences. There are many applications that can be used in an educationally beneficial manner as well as applications that can be used in an inappropriate, illegal, or unacceptable manner. Therefore, an adaptive baseline of filtered websites across all K-12 classes has been established.

Although the school has deployed an Internet filtering system and students are supervised when they use the Internet, this does not guarantee that students will not access inappropriate materials or sites that may be considered offensive. Guidelines for accessing the Internet prohibit access to material that is inappropriate for the school environment. Students should report inappropriate access of materials to a teacher, staff member, or parent. Parents are encouraged to discuss responsible use of the Internet with their children at home and how this responsibility extends to using the Internet appropriately at school. District equipment that is used off-site is subject to the same rules as when used on site. However, users should be aware that the web-filter does not work outside of the school's network.

#### Acceptable Use of Personal Technology

Personal devices, such as cell phones, smartphones, tablets, digital cameras, MP3 players, laptops, and other technology may be used for instructional purposes in the classroom at the discretion of the administrators and teachers. The same personal devices may be used outside of the classroom at the discretion of the school administration in writing. However, use of school resources—such as email, chat, wikis, blogs, and Internet websites—must be done in a responsible and respectful manner.

#### Unacceptable Use of Personal Technology Devices

Students and staff are encouraged to use district equipment whenever possible. Unacceptable use of personal technology devices by students may result in suspension or revocation of technology privileges. Unacceptable use includes, but is not limited to:

- Use of a personal device that violates any of the outlined uses for district-owned technology listed within this document or others.
- Use of a personal device during a testing situation, especially to gain or give an advantage to an individual or group.
- Uses of personal technology devices during class that are not approved by the school or the individual teacher.
- Downloading and installing district-licensed software on personal devices unless specifically allowed by the licensing agreement.

#### Theft and Loss of Personal Technology Devices



Taliaferro County Schools is not responsible for loss or theft of Personal Technology Devices. By bringing a personal technology device on campus, the owner of the device is responsible for any damages incurred. If theft or damage occurs, the school will assist in the investigation of the incident (whether theft or damage), but assumes no responsibility to take any inordinate amount of time to recover the technology nor assist in replacing the technology.

### 1:1 Technology Acceptable Use Policy – Student Code of Ethics

**PURPOSE:** In keeping with Taliaferro County School's Technology Policy, students will utilize technology as a tool to challenge, expand, and enhance learning. Taliaferro County Schools (TCS) may provide and assign student computing devices such as a Surface Pro 4, Dell, Apple iPad or other laptop computer for use at school and an LTE-enabled hotspot, as available, for use at home as a means to promote achievement and provide flexible learning opportunities. Students may not bring their own technology as a substitute learning tool due to concerns with data rights, privacy, and content control. All technology used in the school shall align in productivity with that of the technology plan. This policy provides guidelines and information about district expectations for students and families who are being issued these one-to-one (1:1) computing devices. Additional rules may be added as necessary and will become a part of this policy.

The district's expectation and belief is that students will use technology responsibly and that they understand the appropriate and acceptable use of both the technology and district network resources. We also expect that students will make a good-faith effort to keep their district-issued devices safe, secure, and in good working order. Our policies and procedures include the following specific responsibilities and restrictions.

### RESPONSIBILITIES

The student will:

- Adhere to these guidelines each time the device is used at home or at school.
- Charge their 1:1 device nightly by placing the device in the appropriate charging cart within the classroom or turning the device into the teacher before leaving for the day. (Classrooms do not have the capacity for all students to charge their devices during the day, so plan accordingly.)
- Use appropriate language in all communications avoiding profanity, obscenity, and offensive or inflammatory speech. Cyberbullying, including personal attacks or threats toward anyone, made while using either district-owned or personally-owned technology, is to be reported to the appropriate school personnel. Communication should be conducted in a responsible, ethical, and polite manner.
- Respect the Internet filtering and security measures included on the laptops. The use of anonymous proxies or other methods of bypassing content filtering is strictly prohibited and is a direct violation of this agreement.
- Back up important data files regularly. TCS will update and maintain 1:1 devices by periodically imaging them. All student files not backed up to the individual student file storage space (OneDrive) may be lost during these processes. Ask for assistance if you do not know how to back-up files.

- Use technology for school-related purposes ONLY during the instructional day while refraining from use related to commercial or political purposes.
- Follow copyright laws and fair use guidelines and only download or import music, video, or other content that students are authorized or legally permitted to reproduce or use.
- Make available for inspection by an administrator or teacher any messages or files sent or received to or from any Internet location using district technology. Files stored and information accessed, downloaded, or transferred on district-owned technology ARE NOT private insofar as they may be viewed, monitored, or archived by the district at any time.

## RESTRICTIONS

The student will not:

- Mark, deface, or place stickers on the devices or district-issued cases. Reveal or post identifying personal information, files, or communications to unknown persons through email or other means via the Internet.
- Attempt to override, bypass, or otherwise change the Internet filtering software, device settings, or network configurations. The use of anonymous proxies or other methods of bypassing content filtering is strictly prohibited and is a direct violation of this agreement.
- Attempt access to networks and other technologies beyond their authorized access. This includes attempts to use another person's account and/or password or access secured wireless networks.
- Share passwords or attempt to discover passwords. Sharing a password is not permitted and could make you subject to disciplinary action and liable for the actions of others if problems arise with unauthorized use.
- Download and/or install any programs, files, or games from the Internet or other sources onto any district-owned technology. This includes the intentional introduction of computer viruses and other malicious software.
- Tamper with computer hardware or software, attempt unauthorized entry into computers, and/or vandalize or destroy the computer or computer files. Intentional or negligent damage to computers or software may result in criminal charges.
- Attempt to locate, view, share, or store any materials that are unacceptable in a school setting or on school grounds (including busses and school events hosted elsewhere). This includes but is not limited to pornographic, obscene, graphically violent, or vulgar images, sounds, music, language, video, or other materials. The criteria for acceptability is demonstrated in the types of material made available to students by administrators, teachers, and the school media center.

Guidelines:

In addition to the specific requirements and restrictions detailed above, it is expected that students and families will apply common sense to the care and maintenance of district-provided computer technology. In order to keep tablets and laptops secure and damage-free, please follow these additional guidelines:

- Do not loan your device, charger, or cords to anyone.
- Do not leave the device in a vehicle or leave it unattended at any time.
- Do not eat or drink while using the device or have food or drinks in close proximity.
- Keep your device away from precarious locations like table edges, floors, seats, or around pets.
- Do not stack objects on top of your device, leave it outside, exposed to the elements, or use near water such as a pool or sink.

Despite these safeguards, we understand that there is always a risk that district-provided technology may be damaged, lost, or stolen. All students receiving 1:1 technology are required to participate in the TCS 1:1 Student Technology Device Agreement, which is provided to limit family liability for fines that may be imposed if damage or loss does occur. More details on this program can be found on the “Taliaferro County School District 1:1 Student Technology Device Agreement” provided along with this policy. A TCS 1:1 Student Technology Device Agreement form must be signed and submitted before 1:1 technology is issued to a student.

TCS is not responsible for any loss resulting from use of district-issued technology or technology brought to school from the students’ homes and makes no guarantees that the technology or the district network systems that support student use will be available at all times. By signing this policy you agree to abide by the conditions listed above and assume responsibility for the care and proper use of TCS district-issued technology. You understand that should you fail to honor all the terms of this Policy, access to 1:1 technology, the Internet, and other electronic media may be denied in the future. Furthermore, students may be subject to disciplinary action outlined in the TCS Student Code of Conduct.

#### Best Practices

- When not in use, the device should be stored in its protective case.
- The device should be stored in a safe place where the student can monitor it and away from areas of excessive heat.
- The device should not be carried around while the screen is open.
- When in use, the device should be placed in a secure, safe position on a flat surface.

#### Battery/Charging

- It is the student’s responsibility to ensure their device battery is fully charged.
- The device should not be used to charge other devices (ex: using the laptop to charge a cell phone)

## Cleaning and Care

- Students are responsible for ensuring their device is kept clean. The device can be kept clean by regularly wiping down the outside case with a damp (not wet) cloth.
- Students are not to deface the device by adhering anything to any part of the device. Devices will be checked regularly by staff.

## Data Backup

- Students must make regular backups of their work. Backups done at school should utilize the school's file server (OneDrive).
- Loss of data will not be an immediate excuse for late submission of assignments and other work.
- Space is provided by the school for students to store data. Backup and synchronization software will be available for students to use.
- Nonetheless, it remains the student's responsibility to ensure that all important data is backed up and saved in multiple locations in the case of computer failure or damage to the device.

## Other Users

- Devices are not to be used by other students or family members, except for the parent or caregiver when assisting with school work.

## Food & Beverages

- Students should not allow food or drink to contaminate the devices.

## Unacceptable Use/ Inappropriate Usage

- Students must not use the device inappropriately or tamper with the device, software applications, and operating system.
  - Inappropriate usage includes (but is not limited to):
    - deleting any software included in the initial TCS build,
    - installing additional software that impacts the performance of the machine as a learning tool.
    - changing any programming code (excluding the allowed configuration settings),
    - modifying, removing, damaging, or installing any inappropriate hardware components,
    - adding applications or code that modifies or circumvents the intended purpose of an installed application,
    - engaging in any activity that has the potential to compromise the security of the TCS network infrastructure,
    - connecting to any non-TCS network or internet device while at school,
    - Wasting school resources through improper use of the District's technology resources, including sending spam, sending/posting/possessing materials that are abusive, obscene, pornographic, sexually-oriented, threatening, harassing, damaging to another's reputation, or illegal, including cyberbullying and "sexting."

- Using inappropriate language such as swear words, vulgarity, ethnic or racial slurs, and any other inflammatory language.
- Students are responsible for determining the appropriateness of material in accordance with TCS policies. Inappropriate material should neither be stored nor installed on the devices. Material that is deemed inappropriate by TCS includes (but is not limited to):
  - material that infringes copyright laws, such as illegal or unlicensed software and pirated music or videos,
  - offensive documents
  - inappropriate or offensive images, and
  - any content not suitable for viewing, publication and/or distribution to persons under the age of 18.
  - Cyber Bullying
- If the student believes they have received a computer virus or spam (unsolicited email), or if they have received a message that is inappropriate or makes them feel uncomfortable, they must inform their parent/guardian or supervising teacher as soon as possible.
- Students must seek advice if another user, internal or external to TCS seeks personal information, asks to be telephoned, offers gifts by email, or asks to meet a student.
- Students must never initiate or knowingly forward emails or other messages containing: a message sent to them in confidence, a computer virus or attachment that is capable of damaging the recipient's computer, chain letters or hoax emails, spam (e.g. unsolicited advertising), or Inappropriate material.
- Commitment to Privacy
  - Students accessing TCS devices must comply with the following privacy policies:
  - Students will never publish or disclose the email address of a staff member or student without that person's explicit permission.
  - Students will not reveal personal information including names, addresses, photographs, credit card details, or telephone numbers of themselves or others.
  - Students must ensure that privacy and confidentiality are maintained by not disclosing or using any information in a way that is contrary to any individual's interest.
- Intellectual Property and Copyright
  - Students must observe copyright laws and avoid plagiarism by acknowledging the original author or source of any information used.
  - Students will ensure that permission is gained before electronically publishing other people's works.
  - Material published by a student on the internet or intranet must have the approval of the Principal or their delegate and have appropriate copyright clearance.
  - Misuse and Breaches of Acceptable Usage
  - Students will be held responsible for their actions while using their TCS device. Students will be held responsible for any breaches caused by allowing any other person to use their device or account to access the Internet and online communication services. The misuse of the TCS device or the Internet and online communication services may result in disciplinary action including but not limited to, the withdrawal of access to services or usage of the device.
- Device Applications
  - Applications Loaded on the TCS Device

- The TCS device is preloaded with the TCS Mobile Device Management (MDM). There are a number of components that make up an MDM. Applications are one of these components.
- Removing or Disabling School Installed Software: The software installed on the laptop is licensed to TCS and has been installed for either subject-specific use or for the safe management of the laptop device.
- Students are not allowed to delete or disable from running any pre-installed software without prior written consent from the school. Laptops will be periodically audited by the technology department and students found to be in breach of this policy will be at risk of losing their access to the device. Continued misuse may result in disciplinary action which includes, but is not limited to, the withdrawal of access to the laptop program.
- Lost or Stolen Device Process
  - If your TCS device is lost or stolen, it is important that you note the following.
    - You will need to report the incident to the police and ensure you have the following:
      - Your device Incident Report
      - Police crime number
      - Statutory declaration
    - As the device belongs to TCS, you will need to inform your school and provide the details when logging the incident with the school.
    - The school will then maintain a file and continue to monitor the situation.
    - The school will use the available resources, including device tracking software, to work with the police of Taliaferro County to initiate the recovery procedure.
- Associated Costs
  - Repairs will be as follows:
    - If a device CAN be repaired, the costs are as follows:
      - First case: repair cost of \$50
      - Second case: repair cost of \$100
      - Subsequent cases: full replacement cost (MSRP) of device.
    - If a device CANNOT be repaired/recovered, replacement is as follows:
      - First case: \$100
      - Second case: \$200
      - Subsequent cases: Full replacement cost (MSRP) of device.
- Examples of theft would include:
  - Where a device is taken in a house burglary.
  - Where a device is left in a school bag and the school bag is taken.
- Examples of Loss would include:
  - Where a student has left their device at the bus stop and the device is gone when the student returns.
  - A device was left on a bus/train and has not been recovered from the transit authority's lost property.
- Damaged Device Process Overview
  - There is accidental damage coverage for some items which are covered under the manufacturer's warranty. There is an expectation that students will be responsible and take care of this valuable school asset.
  - The student and guardian will be responsible for the cost of repair.

- Under NO circumstances should laptops be taken by parents or students to outside service providers for repair.
- All repairs must be done through the Taliaferro County School 1:1 Program and only TCS technical staff are authorized to approve repair off-site—which will be provided in writing.
- What is accidental damage?
  - Accidental damage occurs when a device is damaged as the result of an unexpected and non-deliberate external action. For example: a student trips and drops the laptop, resulting in damage to the laptop.
- What is willful or malicious damage?
  - Deliberate damage occurs when a reasonable person could expect that their action will cause damage to the laptop but completes the action anyway. For example: a student forces a foreign object into the USB port or forces a support fin beyond its capable limits.
  - Where the damage is determined to be willful or malicious, then the full cost of repairs will be charged to guardians.
- How to report my device as damaged
  - If the TCS device is damaged, the student must immediately inform school personnel so that a warranty/accidental damage job can be organized.
  - Failure to notify the school of damages can cause further damage and delay the time it takes to repair the machine.
  - Warranty jobs do not incur an excess fee, but accidental and or willful damage claims will incur a fee and must be paid before the laptop can be returned to the student.

If a student repeatedly requires their laptop to be repaired due to accidental damage, this may result in disciplinary action which includes, but is not limited to, the withdrawal of access to services or usage of the device.

### TEXTBOOKS

You will be issued some textbooks by the teacher. Responsibility for the proper care of these books and library books is yours. Cover your books with a soft durable material. Fines for lost or damaged books will be based on the condition of the texts when issued.

In some instances, students may NOT be issued a textbook in every class. Many textbooks are online and on a CD which can be checked out through the media center. Information about access to the online books will be distributed by the individual teachers. All textbooks are on loan to the students for use during the school year. If a student is issued a textbook or a student CD, the student is responsible for these items. Payment for lost or damaged items is the responsibility of the student.

### TRANSPORTATION

Riding the bus is a privilege, not a right. Students are expected to cooperate and use common sense while riding the bus. The bus driver is always in charge. Students are to follow the rules and listen to the instructions given to them.

### SCHOOL BUS DISCIPLINE

Students riding on School Buses or Board related transportation are expected to follow and adhere to all Board of Education policies and the Student Code of Conduct. In addition to this, the following behaviors will be observed while on school buses

- Keep aisles clear.
- Remain seated until the scheduled stop.
- Keep hands, arms, feet legs, head and any other body part inside bus.
- Talk quietly.
- Do not throw anything inside the bus or from the bus.
- Do not eat on the bus except for special field trips.
- Do not bring animals on the bus.
- Do not bring radios or tape recorders, cell phones, or pagers, as electronic devices are not allowed on buses.
- Sit on assigned seats if directed to do so.
- Students are prohibited from acts of physical violence, bullying, physical assault or battery, verbal assault, disrespectful conduct toward the school bus driver or other persons on the school bus and other unruly behavior.
- If a student engages in acts of physical violence on the school bus, the student will be subject to penalties set forth for that misbehavior in this Student Handbook. If a student is found to have engaged in bullying or in physical assault or battery of another person on the school bus, the student's parent or guardian must meet with the principal to form a school bus behavior contract for the student. The contract will provide for a progressive age-appropriate discipline, penalties, and restrictions for student misconduct on the bus. Contract provisions may include but will not be limited to assigned seating, ongoing parental involvement, and suspension from riding the bus. Students engaging in verbal assault or disrespectful conduct will face the level of consequences as deemed appropriate.
- Students are prohibited from using any electronic devices during the operation of a school bus, including but not limited to cell phones; pagers; audible radios; tape or compact disc players without headphones; or any other electronic devices in a manner that might interfere with the school bus communications equipment or the school bus driver's operation of the school bus. Students will be prohibited from using any mirrors, lasers, flash cameras, or any other lights or reflective devices in a manner that might interfere with school bus driver's operation of the school bus. Any student engaging in such behavior will face the level of consequences as deemed appropriate.

## BUS STOP BEHAVIOR

Students will observe the following safety procedures at the bus stop:

- Be at the bus stop before the bus arrives.
- While waiting for the bus to arrive, students will stay out of the street well away from the traffic.
- While waiting for the bus to arrive, students will demonstrate respect for private and public property by not disturbing, defacing, or destroying these properties.
  - Students are expected to be in a single file line prior to boarding the bus.

## BOARDING THE BUS

Students will observe the following SAFETY procedures while boarding the bus:

- Wait for the bus to come to a complete stop before attempting to board.
- Board the bus in a single line.
- Board the bus quickly, without crowding or pushing.
- Never run up the steps or in the bus. Place your feet squarely on the steps and use the



handrails.

- Go directly to a seat and sit in an upright position facing the front of the bus.

#### EXITING THE BUS

Students will observe the following Behavior/Safety procedures while exiting a bus:

- Remain seated until the bus has come to a complete stop.
- Form a single file line to exit the bus, do not push or crowd when leaving.

#### CROSSING THE ROAD

Students will observe the following Behavior/Safety procedures while crossing a roadway to board a bus:

- Walk to a point ten (10) feet in front of the bus, and then cross only when driver indicates it is safe.
- Look continuously in all directions.
- Always cross the road in front of the stopped bus.
- Walk briskly across the road, but do not run.
- Never cross the road behind the bus.

#### STUDENT LIABILITY

Under Board Policy, parents or guardians may be liable for damage done to District property by their children. Students, who cut, deface, or otherwise damage any District property, including school buses, will be responsible for payment of any repairs and will be suspended from the bus for a MINIMUM OF FIVE (5) DAYS. DENIAL OF SCHOOL BUS SERVICE

BUS RIDING IS A PRIVILEGE--NOT A RIGHT. The bus driver will complete a School Bus Misconduct Report when observing and/or knowing of any violation of behavior/safety standards including, but not limited to inappropriate conduct at: bus stops, on buses, or boarding and exiting a bus. The consequences as outlined in the Code of Conduct will be imposed for violations of behavior/safety standards that cause danger to the students or drivers. Serious misbehaviors may result in long term or permanent loss of bus transportation privileges.

#### TRUANCY

Georgia's attendance laws have increased the penalties for students who do not attend school regularly. Each day's absence from school after five unexcused days of absence constitutes a separate offense and is defined as habitual truancy. The law requires that schools notify parents (by letter) of the consequences of five unexcused absences. Parents or guardians of students who do not attend school regularly can be referred to the School System Social Worker, Interagency Council and/or DFACS and found guilty of a misdemeanor to include fines and/or imprisonment. You may also be subject to adjudication in the Juvenile Court as an unruly child for violation of this statute. Students who are identified as truant may be denied a driver's license. Georgia law requires that a judge of the superior court of each county establish a student attendance protocol and committee.

#### TYPES OF ASSESSMENTS (FORMATIVE AND SUMMATIVE)

Formative Assessments:

Formative assessments are assessments FOR learning. They are intended to measure student achievement and provide evidence of student understanding during instruction to inform students, teachers, and parents about the progress a student is making. Formative assessments should be focused and reflective of the summative assessment and must clearly indicate the student's progress toward the determined proficiency level.

#### Summative Assessments:

Summative assessments are assessments OF Learning. They are intended to measure student achievement at the end of a unit or period of instruction.

### USE OF SURVEILLANCE

Taliaferro County School utilizes video surveillance systems to monitor activities on the school campus. Access to surveillance systems is limited to necessary users and the use of the system is safeguarded through digital and physical measures.

### VISITORS

For the safety of our students and staff, all visitors to the school must report to the main office before proceeding anywhere on campus. As required by state law O.C.G.A. 20-2-1180, all visitors must wear ID badges issued in the main office. All visitors are expected to leave promptly once their business is finished. Student visitors will not be permitted to visit classes or teachers. Forgotten books, lunches, money, etc., may be brought to the office for delivery.

### WATER BOTTLES

Students are encouraged to bring and drink water throughout the school day. Outside vendor cups such as Chick-Fil-A, Starbucks, etc. will not be allowed.

### WEAPONS FREE SCHOOL ZONES

It will be unlawful for any person to carry or to possess or have under control any weapon within a school safety zone or at a school building, school function, or on school property or on a bus or other transportation furnished by the school. The term "weapon" means and includes any pistol, revolver, pellet/bb gun or any weapon designed or intended to propel a missile of any kind, or any dirk, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of two or more inches, straight-edge razor, razor blade, spring stick, metal knucks, blackjack, any bat, club, or other bludgeon-type weapon, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as nun chahka, nunchuck, nunchaku, shuriken, or fighting chain, or any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any weapon of like kind, and any stun gun or taser as defined by law.

### WEATHER

Please keep up with your Remind notices to be aware of any changes to the regular school schedule due to any inclement weather.  
etc

### WITHDRAWAL FROM SCHOOL

If it becomes necessary for a student to withdraw from school during the school year, the parent or guardian must notify the school office in advance and sign an official withdrawal form. On the last day of the student's attendance, the student will obtain up-to-date grades and must return all books.

BOARD POLICY  
DESCRIPTOR CODE: IFBGE

Internet Safety

The Superintendent will, with respect to any computers belonging to the Taliaferro County School System and having access to the Internet:

- Ensure that a qualifying "technology protection measure," as that term is defined in section 1703(b)(1) of the Children's Internet Protection Act of 2000, is installed and in continuous operation; and
- Institute, maintain, and enforce procedures or guidelines which provide for monitoring the online activities of users and the use of the chosen technology protection measure to prevent access to visual depictions that are (i) obscene, (ii) child pornography, or (iii) "harmful to minors," as that term is defined in section 1721 ( c) of the Children's Internet Protection Act of 2000.
- Institute, maintain, and enforce procedures or guidelines designed to provide for students' age-appropriate instruction regarding safe and appropriate online behavior, including interacting with others on social networking sites and in chat rooms; behaviors that may constitute cyber bullying; and how to respond when subjected to cyber bullying.

The Superintendent will, with respect to access to the Internet by or through computers, networks or other devices belonging to the Taliaferro County School System, institute, maintain and enforce procedures or guidelines which:

- Provide for monitoring the online activities of users to limit, to the extent practicable, access by minors to inappropriate matter on the Internet and the World Wide Web;
- Are designed to promote the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;
- Are designed to prevent unauthorized access, including so-called "hacking," and other unauthorized activities by minors online;
- Are designed to prevent the unauthorized disclosure, use, and

dissemination of personal identification information regarding minors; and

- Are designed to restrict minors' access to materials "harmful to minors," as that term is defined in section 1721 (c) of the Children's Internet Protection Act of 2000.

The Superintendent will provide the following guidelines to ensure acceptable Internet Use significance:

- An Internet Acceptable Use Agreement will be issued that states the privileges and responsibilities associated with using the Internet and provides guidelines for its use. The agreement will have places for parent, student, and/or employee signatures of acceptance.
- Faculty members will provide orientation on the acceptable use agreement, the proper use of the network, and network etiquette.
- The signature on the agreement is legally binding and indicates that the party who signed has read the terms and conditions carefully and understands its significance.

### CIPA DEFINITION OF TERMS

TECHNOLOGY PROTECTION MEASURE. The term "technology protection measure" means a specific technology that blocks or filters Internet access to visual depictions that are:

1. OBSCENE, as that term is defined in section 1460 of title 18, United States Code;
2. CHILD PORNOGRAPHY, as that term is defined in section 2256 of title 18, United States Code; or
3. HARMFUL TO MINORS.

HARMFUL TO MINORS. The term "harmful to minors" means any picture, image, graphic image file or other visual depiction that:

1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
2. Depicts, describes, or represents, in a patently offensively way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

SEXUAL ACT; SEXUAL CONTACT. The terms "sexual act" and "sexual contact" have the meanings given such terms in section 2246 of title 18, United States Code.

Internet Links for Additional Information CIPA and Internet Safety Policies

Full text of the Children's Internet Protection Act  
[http://www.fcc.gov/ccb/universal\\_service/chipact.doc](http://www.fcc.gov/ccb/universal_service/chipact.doc)

FCC Regulations Implementing CIPA; FCC01-120  
[http://www.fcc.gov/Bureaus/Common\\_Carrier/Orders/2001/fcc01120.doc](http://www.fcc.gov/Bureaus/Common_Carrier/Orders/2001/fcc01120.doc)

SLD's FAQ on E-Rate Certification Procedures and Timing  
<http://www.sl.universalservice.org/reference/CIPAfq.asp>

#### Taliaferro County Schools

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Georgia Code	Description
O.C.G.A. 16-09-0090	Georgia Computer Systems Protection Act
O.C.G.A. 16-09-0091	Computer Related Crime
O.C.G.A. 16-09-0092	Definitions
O.C.G.A. 16-09-0093	Computer crimes defined
O.C.G.A. 16-09-0093.1	Misleading transmittal
O.C.G.A. 16-09-0094	Violations
O.C.G.A. 20-02-0149	On-line internet safety education
O.C.G.A. 39-05-0002	Subscriber's control of minor's use of internet
O.C.G.A. 16-11-0037.1	Dissemination of information relating to terroristic acts
US Code	Description
20 USC 6777	Internet Safety
47 USC 254(h)	Universal Service
15 USC 6501	Children's Online Privacy Protection Act - Definitions
15 USC 6502	Children's Online Privacy Protection Act - Collection and use of Personal information from and about children on the Internet
15 USC 6503	Children's Online Privacy Protection Act - Safe harbors
15 USC 6504	Children's Online Privacy Protection Act - Actions by states
15 USC 6505	Children's Online Privacy Protection Act - Administration and Applicability

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

#### TALIAFERRO COUNTY BOARD OF EDUCATION

Adopted:

Amended: June 18, 2012

Taliaferro County School  
Crawfordville, GA  
Test Security for State Assessments

#### ETHICAL TESTING PRACTICES

The Professional Standards Commission adopted an updated CODE OF ETHICS FOR EDUCATORS effective 2009. The Code of Ethics for Educators defines the professional behavior of educators in Georgia and serves as the guide to ethical conduct.

While the entire Code of Ethics for Educators is critical, the following standard addresses testing specifically:

*Standard 11: Testing – An educator will administer state-mandated assessments fairly and ethically.*

*Unethical conduct includes but is not limited to:*

- 1. committing any act that breaches Test Security; and*
- 2. compromising the integrity of the assessment.*

The following portion of the Code of Ethics for Educators addresses reporting requirements and disciplinary actions that may apply to the assessment and accountability process for the testing program:

*Reporting: Educators are required to report a breach of one or more of the Standards in the Code of Ethics for Educators as soon as possible but no later than ninety (90) days from the date the educator became aware of an alleged breach unless the law or local procedures require reporting sooner. Educators should be aware of legal requirements and local policies and procedures for reporting unethical conduct. Complaints filed with the Professional Standards Commission must be in writing and must be signed by the complainant (parent, educator, personnel director, superintendent, etc.). The Commission notifies local and state official of all disciplinary actions. In addition, suspensions and revocations are reported to national officials, including the NASDTEC Clearinghouse.*

*Disciplinary Action: The Professional Standards Commission is authorized to suspend, revoke, or deny certificates, to issue a reprimand or warning, or to monitor the educator's conduct and performance after an investigation is held and notice and opportunity for a hearing are provided to the certificate holder. Any of the following grounds will be considered cause for disciplinary action against the holder of a certificate:*

- 1. unethical conduct as outlined in The Code of Ethics for Educators, Standards 1-11;*
- 2. disciplinary action against a certificate in another state on grounds consistent with those specified in The Code of Ethics for Educators;*
- 3. order from a court or a request from DHR that the certificate should be suspended or denied for non-payment of child support;*
- 4. notification from the GHEAC that the educator is in default and not in satisfactory repayment status on a student loan;*
- 5. suspension or revocation of any professional license or certificate;*
- 6. violation of any other laws and rules applicable to the profession; and*
- 7. any other good and sufficient cause that renders an educator unfit for employment as an educator.*

*An individual whose certificate has been revoked, denied, or suspended may not serve as a volunteer or be employed as an educator, paraprofessional, aid, substitute teacher, or any other position during the period of his or her revocation, suspension or denial for a violation of The Code of Ethics. The superintendent and the superintendent's designee for certification will be responsible for assuring that an individual whose certificate has been revoked, denied, or suspended is not employed or serving in any capacity in their district. Both the superintendent and the superintendent's designee must hold GaPSC certification.*

For reports and/or questions please contact:

Andreana Jones EXT. 305  
Superintendent of Schools  
557 Broad Street  
Crawfordville, GA 30631  
(706) 986-0396

## PUBLIC NOTICE

Federal law prohibits discrimination on the basis of race, color, or national origin (Title VI of the Civil Rights Act of 1964); sex (Title IX of the Educational Amendments of 1972 and the Perkins Act of 1998); or disability (Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990) in all educational programs, including technical or vocational, or activities receiving federal financial assistance.

Students, parents, employees, and the general public are hereby notified that the Taliaferro Board of Education does not discriminate in all educational programs, including technical and vocational, or activities or in employment policies.

The following individual has been designed as the employee responsible for coordinating the school system's effort to implement this nondiscriminatory policy.

Title VI, Title IX, Section 504 and ADA-Allen Fort, 557 Broad Street, N.W.,  
Crawfordville, GA 30831, (706) 986-0396

## TEST SECURITY

Test security involves maintaining the confidentiality of test items and answers and is critical in ensuring the integrity and validity of a test. Test security can become an issue when accessible test formats are used (e.g., Braille, large print) or when someone other than the student is allowed to see the test (e.g., interpreter, reader, scribe). In order to ensure test security and confidentiality, test administrators need to (1) keep testing materials in a secure place to prevent unauthorized access, (2) keep all test content confidential and refrain from sharing information or revealing test content with anyone, and (3) return all materials as instructed.

Any action which compromises test security or leads to the invalidation of an individual student's or a group of students' test scores will be viewed by the GA DOE as inappropriate use or handling of test materials and will be treated as such. Any concern regarding test security must be reported to GA DOE immediately. Assessment Administration staff members are available to help system personnel implement appropriate test security procedures.

If any questions arise or if any situation occurs that could cause any part of the test administration to be compromised, System Test Coordinators should contact the GA DOE Assessment Administration Division.

## ADMINISTERING ASSESSMENTS AND ACCOMMODATIONS

State and local policies specify practices to assure test security and the standardized and ethical administration of assessments. Test administrators, proctors, and all staff involved in test administration must adhere to these policies. The Code of Professional Responsibilities in Educational Measurement (NCME, 1995) states that test administrators and others involved in assessments must:

- take appropriate security precautions before, during, and after the administration of the assessment;
- understand the procedures needed to administer the assessment prior to administration;
- administer standardized assessments according to prescribed procedures and conditions and notify appropriate persons if any nonstandard or delimiting conditions occur;
- avoid any conditions in the conduct of the assessment that might invalidate the results;
- provide for and document all reasonable and allowable accommodations for the administration of the assessment to the appropriate student(s).

23 LC 49 1355S/AP H. B. 402 - 1 - House Bill 402 (AS PASSED HOUSE AND SENATE) By: Representatives Hilton of the 48th, Dubnik of the 29th, Erwin of the 32nd, Jones of the 25th, Douglas of the 78th, and others A BILL TO BE ENTITLED AN ACT 1 To amend Part 3 of Article 16 of Chapter 2 of Title 20 of the Official Code of Georgia 2 Annotated, relating to health of elementary and secondary school students, so as to require 3 public schools and local school systems to annually provide water safety education 4 information to parents and guardians of students under 18 years of age and directly to 5 students who are 18 years of age or older; to provide for a definition; to provide for 6 construction; to provide for a short title; to provide for related matters; to repeal conflicting 7 laws; and for other purposes. 8 BE IT ENACTED BY THE GENERAL ASSEMBLY OF GEORGIA: 9 SECTION 1. 10 This Act will be known and may be cited as the "Edna Mae McGovern Act." 11 SECTION 2. 12 Part 3 of Article 16 of Chapter 2 of Title 20 of the Official Code of Georgia Annotated, 13 relating to health of elementary and secondary school students, is amended by adding a new 14 Code section to read as follows: 23 LC 49 1355S/AP H. B. 402 - 2 - 15 "20-2-779.3. 16 (a) As used in this Code section, the term 'water safety education' means education 17 intended to promote safety in, on, and around bodies of water and reduce the risk of injury 18 or drowning. 19 (b) At the beginning of each school year, each public school or local school system will 20 provide the parents and guardians of each child enrolled in such school or school system 21 with information on the important role water safety education courses and swimming 22 lessons play in saving lives. Such information will be provided in electronic or hard copy 23 format. Such information will include options, if available within the vicinity of the 24 public school or local school system, for age-appropriate water safety education courses 25 and swimming lessons that can result in a certificate indicating successful completion, 26 including courses and lessons offered for free or at a reduced price; provided, however, that 27 such information will be provided directly to students who are 18 years of age or older. 28 (c) Nothing in this Code section will be construed to require public schools or local 29 school systems to: 30 (1) Provide water safety education courses or swimming lessons to students; or 31 (2) Excuse students from all or part of any school day to attend water safety education 32 courses or swimming lessons." 33 SECTION 3. 34 All laws and parts of laws in conflict with this Act are repealed

Copies of the policies included in this handbook are also available for viewing at the school and are on the school website.



*DISCLAIMER: The information in this student handbook is current as of the date printed. Changes after the fact in state law, State Board of Education policy or Taliaferro County Board of Education policy supersedes anything stated within this agenda.*