

Trion Middle School

Student Handbook

Building Champions for Life

2026-2027

2026-2027 Faculty & Staff Directory

Administration

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Principal:	Eric Brock
Assistant Principal:	Lauren Mason

Office & Student Support Staff

Administrative Assistant:	Kelsey Brown
Administrative Assistant:	Abby Willingham
Counselor/ Social Worker:	Elizabeth Williams
Media Specialist:	Carlie Hegwood
Paraprofessional:	Lindsay Crabtree

Faculty

Becky Allen
Morgan Allen
Matt Brooks
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Joey Browning
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Sharon Chisenall
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Kimberly Connell
Tyler Edgeman
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Thomas Moore
Madicyn Morrisette
Casey Payne
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Board of Education

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Trion Middle School Honor Code Statement

"Rise to the Challenge"

Respect Integrity Service Excellence

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

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

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

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

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

STUDENT RESPONSIBILITIES

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

Trion Middle School

Vision, Mission, & Beliefs

Vision

Cultivating a community of lifelong learners who pursue excellence

and contribute positively to a changing world.

Mission

The mission of Trion Middle School is to provide a rigorous, in-depth, diversified education

which empowers all students to become contributing members of society.

Beliefs

We believe that...

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

School Objectives

The school will strive to:

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

Concerning This Handbook

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

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

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

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

We are a ClassDojo School!

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

ClassDojo

LIKE US ON facebook

@TrionMiddle

Student Information

Middle School Bell Schedule

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

Arrival and Dismissal Procedures

Morning Arrival

Students may arrive on campus beginning at 7:00 a.m. Students arriving before 8:00 a.m. must report directly to a supervised area.

Supervision is provided in the following locations:

- Front entrance of the middle school
- Middle school gym
- Cafeteria during designated breakfast hours

Students may not remain in vehicles, parking areas, hallways, classrooms, or other unsupervised areas before school.

Afternoon Dismissal

The regular school day ends at 3:10 p.m. Students will be dismissed only to their assigned pickup locations.

Car Riders: Parents and guardians must pick up students from the designated middle school pickup area.

Walkers: Only students who live within the Trion city limits may walk home. Walkers must leave campus immediately after dismissal using the designated route.

Students may not walk to an unsupervised location to wait for transportation. This includes nearby businesses, parking lots, athletic areas, or other locations away from direct school supervision.

Students remaining on campus after regular dismissal must be participating in an approved school activity or under the direct supervision of a staff member.

Students who have not been picked up by the designated time must report to the front lobby. Students who remain after 3:45 p.m. may be required to attend the After School Program at Trion Elementary School, and applicable fees may be charged.

Closed Campus

Trion Middle School operates a closed campus. Once students arrive on school property, they must remain on campus until they are officially dismissed or properly signed out through the school office.

This requirement applies even when a student arrives before the instructional day begins. Students may not leave campus for any reason without authorization from the school office.

A parent, guardian, or authorized adult must sign a student out through the office before the student may leave campus during the school day.

Cafeteria

Breakfast is served daily from 7:20–7:50 a.m. All middle school students eat lunch during the designated lunch period.

Students may purchase a school meal or bring a lunch from home. Outside restaurant food or food deliveries may not be brought to students during the school day.

Middle school students are not allowed to purchase sodas during the school day, nor should they bring sodas or energy drinks from home.

Parents and guardians are welcome to eat lunch with their children. Visitors must check in through the school office and follow all school and cafeteria expectations.

Student Breakfast	Adult Breakfast
$1.75	$2.50
Student Lunch	**Adult Lunch**
$2.90	$4.00

Meal prices are subject to change. Families will be notified of any changes.

Media Center

The Media Center is open during the following hours:

- **Monday–Thursday:** 8:00 a.m.–3:30 p.m.
- **Friday:** 7:30 a.m.–3:15 p.m.

Books may be checked out for two weeks. Students are responsible for all materials checked out in their names.

Students may be charged for damaged materials when the damage occurs while the item is checked out to them. Lost books and other materials will be charged at replacement cost.

Teachers as Advisors

Students will participate in monthly Teachers as Advisors—or TAA—mentoring activities. These activities are designed to promote unity, positive character, bullying prevention, and responsible decision-making.

Each activity may include a scenario-based lesson and guided discussion focused on topics such as:

- Respect and empathy
- Kindness and inclusion
- Conflict resolution
- Responsible decision-making
- Preventing and responding to bullying

The purpose of TAA is to help maintain a safe and supportive school environment in which every student feels valued and empowered to make positive choices.

HEALTH AND SAFETY INFORMATION

Student Health Records

Health records are maintained for every student enrolled at Trion Middle School. Parents and guardians must provide the school nurse with accurate information about any medical condition, allergy, medication, or health-related concern that could affect the student during the school day.

Information regarding food, medication, and environmental allergies must be kept on file with the school nurse. A physician's statement may be required for dietary substitutions or accommodations, including accommodations related to a dairy allergy.

Inhalers and Epinephrine Auto-Injectors

Parents or guardians of students diagnosed with asthma must provide any inhaler the student may need during the school day.

Parents or guardians of students who require an epinephrine auto-injector, commonly called an EpiPen, must provide the medication and written information explaining the student's allergy and emergency care needs.

Inhalers and epinephrine auto-injectors will normally be stored in the nurse's office unless appropriate medical authorization permits the student to carry or store the medication in another approved location.

Daily Medication

Students who take routine medication during the school day must do so under the supervision of the school nurse or other authorized school personnel. Medication will be stored securely in the nurse's office and administered according to school procedures.

Students may not carry prescription or over-the-counter medication unless specifically authorized through the required medical and school documentation.

Emergency Information

Parents and guardians are responsible for providing current emergency contact and medical information when a student enrolls and whenever information changes during the school year.

When a student becomes ill or is injured during the school day, school personnel will contact a parent, guardian, or other authorized emergency contact so that appropriate arrangements can be made.

Parents and guardians should notify the school immediately when there is a change in:

- Telephone numbers
- Home address
- Emergency contacts
- Custody information
- Medical conditions
- Authorized pickup persons

ACADEMIC INFORMATION AND SUPPORT

Academic Updates

Students receive academic updates throughout the school year:

- **Progress reports:** Approximately every four and one-half weeks
- **Report cards:** At the end of each nine-week grading period

Parents and guardians are encouraged to review academic reports carefully and monitor grades regularly through PowerSchool Parent Portal.

A parent or guardian may request an updated grade report or contact a teacher regarding a student's progress at any time during the school year.

PowerSchool Parent Portal

PowerSchool Parent Portal allows parents and guardians to monitor grades, attendance, assignments, and other academic information.

To access Parent Portal:

1. Visit the Trion City Schools website.
2. Select the **Parent Portal** icon.
3. Enter the assigned parent username and password.
4. Select the appropriate student to view grades, attendance, and class information.

Parents and guardians should contact the school office if assistance is needed with a Parent Portal account.

Making Up Missed Work

Students are responsible for requesting and completing work missed during an absence. Students should meet with each teacher to obtain assignments and arrange to complete missed assessments.

Unless otherwise approved by the principal or the student's teacher, make-up work should be completed within seven calendar days of the student's return to school.

A temporary zero or missing-work designation may be entered until an assignment is completed and graded.

Make-up opportunities will be provided in accordance with the Trion City Schools attendance and grading policies. Additional time or alternative arrangements may be provided when required by a student's Individualized Education Program, Section 504 Plan, medical needs, or other approved circumstances.

After-School Academic Assistance

Teachers are available for scheduled academic assistance after school. Students do not need to wait until they are failing a class to request help.

Students should seek assistance as soon as they begin having difficulty understanding class material. After-school assistance must be scheduled with the appropriate teacher so that families can make transportation arrangements.

Academic assistance may include:

- Tutoring
- Assignment support
- Test preparation
- Reteaching
- Remediation
- Completion of missing work

After-school academic assistance is generally provided between 3:10 and 3:45 p.m. unless the supervising teacher communicates a different time.

Mandatory Academic Assistance

Students who are failing a course at a designated grading or progress-report period may be assigned mandatory after-school academic assistance.

The student will work with the appropriate content-area teacher until the next grade-reporting period or until the teacher determines that the student has demonstrated sufficient academic improvement.

Mandatory academic assistance is generally scheduled from 3:10–3:45 p.m.

The teacher will communicate the specific schedule to the student and family. Parents and guardians are responsible for arranging transportation.

Failure to attend an assigned mandatory assistance session without prior approval or a valid excuse may result in disciplinary action.

After-School Remediation

Grade-level and content-area teachers may provide remediation sessions throughout the school year.

A teacher may ask a student to attend remediation when additional instruction, practice, or support is needed. Remediation may address current material, previously taught skills, missing foundational skills, or preparation for an upcoming assessment.

Teachers will communicate remediation dates and expectations to students and families.

After School Program

Trion Elementary School offers a prepaid After School Program. Families must complete all required enrollment and payment procedures before a student may regularly attend.

Parents and guardians should contact the Trion Elementary School office for current registration information, program procedures, hours, and fees.

Academic Recognition

Trion Middle School recognizes students who demonstrate outstanding academic achievement.

Honor Roll

Students must earn a grade of 90 or higher in every core academic class for the grading period.

Star Roll

Students must earn a grade of 95 or higher in every core academic class for the grading period.

Additional academic awards, incentives, and recognitions may be presented throughout the school year.

Final Exam Exemption Policy

Students may be eligible to exempt one or more final examinations when they meet established criteria.

A student may exempt an examination in a content area by meeting at least one of the following criteria:

- A yearly average of 90 or higher in the course
- A score of 90 or higher on the third-quarter comprehensive examination
- An achievement level of 3 or 4 on the Georgia Milestones assessment in the applicable content area
- An increase of at least one achievement level on the Georgia Milestones assessment in the applicable content area

Students and families will receive notification regarding exemption eligibility before final examinations.

When a student qualifies to exempt both examinations scheduled on the same day, the student will not be required to attend school that day.

A student who must complete one or both examinations scheduled for the day must arrive by 8:00 a.m. and remain until the designated early-dismissal time.

STUDENT BELONGINGS AND SCHOOL FACILITIES

Lockers

Students will have access to school lockers. The annual locker rental fee is $25.

Each locker has a built-in lock. Personal locks are not permitted.

Students must follow these expectations:

- Use only the locker assigned to them.
- Do not share or exchange lockers.
- Keep locker combinations confidential.
- Do not place stickers, writing, or other markings on lockers.
- Keep lockers clean and free from prohibited items.
- Report locker problems to the school office.

Lockers remain the property of Trion City Schools and may be inspected by authorized school personnel in accordance with school policy. Students are responsible for all items found in their assigned lockers.

Locker privileges may be suspended or revoked when a student misuses a locker or violates school expectations.

Book Bags, Backpacks, and Other Bags

Students may use book bags, backpacks, or other bags to transport school materials to and from school. Bags must be placed in the student's assigned locker upon arrival and may not be carried into classrooms unless permission is granted by school administration.

Students who do not rent or have access to a locker must follow the alternative procedure established by the administration.

Book bags, backpacks, purses, athletic bags, and other containers brought onto school property may be inspected by authorized school officials in accordance with school policy and applicable law.

Valuables at School

Trion City Schools is not responsible for lost, stolen, or damaged personal property.

Students are strongly encouraged to leave money, expensive jewelry, electronics, and other valuable belongings at home. Personal items should never be left unattended.

A student who must bring a valuable item to school should take it to the school office for temporary safekeeping immediately upon arrival.

Lost and Found

Students should report lost items to a teacher or the school office as soon as possible.

Found textbooks, notebooks, and instructional materials will be taken to the Media Center. Valuable items, such as jewelry or electronic devices, will be held in the school office and released after ownership has been verified.

Other unclaimed items will be kept for a period determined by the administration. Items that remain unclaimed may be donated or discarded.

Students may be required to pay an established recovery fee for school-issued materials that are lost and later recovered.

GENERAL STUDENT EXPECTATIONS

Assemblies and School-Sponsored Activities

Assemblies, dances, movies, club meetings, field trips, athletic events, and other school-sponsored activities are extensions of the school day.

Students are expected to follow all school rules and demonstrate respectful behavior during these activities. Behavior that is disruptive, unsafe, disrespectful, or inappropriate may result in removal from the activity and loss of the privilege to attend future events.

Appropriate Physical Contact

Students are expected to respect the personal space and boundaries of others.

Public displays of affection and inappropriate physical contact are not permitted at school or during school-sponsored activities. Horseplay, unwanted touching, and physical behavior that creates a disruption or safety concern may result in disciplinary action.

Flowers, Balloons, Gifts, and Celebratory Items

Flowers, balloons, gifts, and similar items may not be delivered to students at school.

Food or drink brought for birthdays or other student celebrations is not permitted unless the activity has received prior approval from the school administration. This policy helps protect instructional time and students with food allergies or other medical needs.

Telephone Use

Students may use an office telephone when an emergency or other urgent need is verified by school personnel.

Routine transportation and after-school arrangements should be made before the student arrives at school. Students should know how they will travel home and who will be responsible for picking them up each day.

Changes to a student's regular dismissal plan must be communicated by a parent or guardian through the school office before the designated deadline.

Attendance

Regular and punctual attendance is essential to academic success. Students are expected to attend school every day, arrive on time, remain at school for the full instructional day, and attend all assigned classes unless an absence is authorized.

Parents and guardians are responsible for ensuring regular attendance, notifying the school when their child is absent, and providing required documentation within the established timeframe.

Trion Middle School will monitor student attendance and communicate with families when patterns of absences, late arrivals, or early checkouts become a concern.

Excused Absences

An absence may be excused for the following reasons:

- Personal illness or a health condition that prevents the student from attending school
- Serious illness or death in the student's immediate family
- A court order or mandate issued by a governmental agency
- Observance of a recognized religious holiday
- Conditions that make school attendance impossible or hazardous to health or safety
- Circumstances related to the military deployment or leave of a parent or legal guardian, as permitted by law and Board policy
- Other extenuating circumstances approved by the principal

Immediate family may include a parent, legal guardian, sibling, grandparent, or another person who resides in the student's household or has a significant caregiving relationship with the student.

The principal or designee will review circumstances not specifically addressed by this policy and determine whether an absence will be excused.

Family Trips and Vacations

Families are strongly encouraged to schedule vacations, trips, and other personal activities during scheduled school breaks.

Vacations and recreational trips taken while school is in session are generally considered unexcused unless approved in advance by the principal because of an extenuating circumstance.

Parents and guardians should contact the principal before making plans that will require a student to miss school. Prior notification does not automatically make an absence excused.

Students remain responsible for completing work missed during an absence in accordance with the school's make-up work policy.

Reporting an Absence

Parents and guardians are encouraged to contact the school office as soon as possible when a student will be absent.

The school may contact a parent or guardian whenever a student is absent and prior notification has not been received. Automated calls or messages do not replace the requirement to submit appropriate documentation.

Absence Notes and Documentation

Documentation must be submitted to the school office within three school days of the student's return.

Each note must include:

- The student's full name
- The date or dates of the absence, late arrival, or early checkout
- The reason for the absence
- The signature of the parent, guardian, healthcare provider, court official, or other authorized person

A maximum of five parent or guardian notes may be used to excuse attendance incidents during each school year. An attendance incident may include an absence, late arrival, or early checkout.

After the five parent-note limit has been reached, documentation from a healthcare provider, court, governmental agency, or other approved source may be required for an attendance incident to be excused.

Submitting a note does not automatically guarantee that an absence will be excused. All documentation will be reviewed according to Trion City Schools Board Policy JBD and applicable attendance procedures.

Medical and Dental Documentation

Parents and guardians should request written documentation whenever a student is seen by a physician, dentist, mental-health provider, or other licensed healthcare professional during the school day.

Medical documentation should include the date of the appointment or treatment and must be submitted to the school office within three school days.

A healthcare provider's note excuses only the dates or times included in the documentation. Routine appointments should be scheduled outside school hours whenever reasonably possible.

Attendance Calculations

Attendance is recorded by both the school day and individual class periods.

A student who arrives after 11:30 a.m. or checks out before 11:30 a.m. will be recorded as absent for the school day. Students may also be recorded absent from each class period missed because of a late arrival or early checkout.

Late arrivals and early checkouts may be recorded as tardies even when the student attends enough of the day to avoid a full-day absence.

Class periods missed because of absences, late arrivals, or early checkouts may affect instructional progress, participation, assignments, and eligibility for certain incentives or exam exemptions.

Tardiness to School

Students are expected to be in class and prepared to begin the school day by 8:00 a.m.

Students arriving after 8:00 a.m. must report to the school office before going to class. A tardy slip or other authorization will be provided.

Late arrivals will be classified as excused or unexcused based on the reason provided and the documentation submitted.

Consequences for unexcused tardies during a nine-week grading period are as follows:

First and Second Unexcused Tardies

- Tardy documented
- Student reminded of attendance expectations

Third Unexcused Tardy

- Discipline referral
- Parent or guardian contact

Fourth and Subsequent Unexcused Tardies

- After-school detention
- Parent or guardian contact
- Additional attendance intervention when appropriate

After-school detention will be held during the time designated by the school. Parents and guardians are responsible for arranging transportation.

Repeated tardiness may result in an attendance conference, an attendance improvement plan, or additional action under district attendance procedures.

Early Checkout

Students are expected to remain at school until the regular dismissal time unless an early checkout is necessary.

Before leaving campus, a student must be signed out through the school office by:

- A parent or legal guardian
- An adult listed as an authorized pickup person
- Another individual approved according to school procedures

Photo identification may be required.

Students will not be released based solely on a telephone call, text message, or request from an unauthorized person.

To request that an early checkout be excused, appropriate documentation must be submitted within three school days. Early checkouts are included in the annual limit of five parent or guardian notes.

Parents and guardians are encouraged to avoid checking students out during the final portion of the school day except when necessary. Early checkouts interrupt instruction and may affect the student's attendance record.

Attendance Concerns and Interventions

Attendance in school has a direct connection to academic achievement. Trion Middle School will provide early communication and support when a pattern of absences, tardies, or early checkouts develops.

Interventions may include:

- Automated or personal telephone calls
- Written attendance notices
- Student conferences
- Parent or guardian conferences
- Attendance improvement plans
- Counselor, social worker, or administrator support
- Personalized student check-ins
- Home visits
- Referrals to school or community support services
- Truancy meetings
- Additional action permitted by Board policy and law

Parents and guardians are expected to participate in requested attendance meetings and work with the school to address barriers affecting attendance.

When attendance concerns continue despite intervention, the school may make a referral to the appropriate agency or initiate other action permitted by law and district policy.

Make-Up Work

Students are responsible for requesting and completing assignments missed during an absence.

Students should communicate with each teacher promptly after returning to school. Teachers may establish reasonable deadlines and designate when missed assignments or assessments must be completed.

A temporary zero or missing-work designation may be entered until an assignment is completed and graded. Students will not automatically be denied the opportunity to complete academic work solely because an absence is unexcused.

Repeated absences may make it difficult for a student to replace missed instruction, classroom discussions, group activities, laboratories, and other learning experiences.

Illness Prevention

Students are encouraged to take reasonable precautions to reduce the spread of illness, including:

- Washing hands frequently
- Covering coughs and sneezes
- Avoiding the sharing of food, drinks, and personal items
- Keeping hands away from the mouth, nose, and eyes
- Using hand sanitizer when appropriate
- Following instructions provided by the school nurse or other school personnel

Students and staff may wear face coverings unless doing so creates a safety concern or interferes with an activity for which the face must remain visible.

Illness During the School Day

A student who becomes ill or injured during the school day must report to the school nurse or another designated staff member.

Students should not use a personal electronic device to contact a parent or guardian and arrange to leave school without first reporting to the nurse or school office.

If the school nurse determines that the student should go home:

- A parent, guardian, or authorized adult will be contacted.
- The student must be signed out through the school office.
- The checkout will be documented as a school-approved health-related dismissal.

A nurse-approved dismissal is not the same as a physician's excuse. Medical documentation may still be required for additional absences or when directed by the school nurse or administration.

If a student contacts a parent or guardian and leaves without first being evaluated by the nurse, the checkout will be documented according to regular attendance procedures. A parent note or other appropriate documentation will be required for the checkout to be considered for excusal.

Emergency medical services, including 911, will be contacted when school personnel determine that immediate medical attention is necessary.

Reasons a Student May Be Sent Home

A student may be sent home for health-related reasons that include, but are not limited to:

- A temperature of 100.4°F or higher
- Illness-related vomiting or diarrhea
- Persistent or severe coughing
- Symptoms of a respiratory illness that may require medical evaluation
- Symptoms of a contagious illness
- A condition that prevents the student from participating safely or comfortably in school activities
- Another health concern that the school nurse determines requires dismissal or further evaluation

Returning to School After Illness

Students must be free from fever, vomiting, and diarrhea for at least 24 hours before returning to school.

Students must be fever-free without the use of fever-reducing medication and free from vomiting or diarrhea without the use of medication intended to control those symptoms.

Written clearance from a healthcare provider may be required when:

- The student has been diagnosed with a contagious condition
- The student has experienced a serious or prolonged illness
- The school nurse determines that additional medical information is necessary
- Documentation is required under district health procedures

The school nurse may provide additional return-to-school instructions based on the student's symptoms, diagnosis, or current health guidance.

Additional Attendance Information

Families should review Trion City Schools Board Policy JBD for additional information regarding attendance, excused and unexcused absences, truancy, documentation, and attendance interventions.

When information in this handbook conflicts with current Board policy or applicable law, the current Board policy or law will take precedence.

Student Dress Code

Trion Middle School students are expected to wear clothing that is clean, safe, and appropriate for an educational environment. Clothing, accessories, hairstyles, and personal appearance must not substantially disrupt the learning environment, interfere with school activities, or create a health or safety concern.

The following expectations apply during the school day and at school-sponsored activities unless otherwise approved by the administration.

General Expectations

- Clothing must fit securely and provide appropriate coverage.
- The chest, midriff, back, buttocks, and undergarments must remain covered while a student is standing, sitting, bending, or participating in normal school activities.
- Clothing may not be sheer, excessively revealing, or worn in a manner that exposes undergarments.
- Appropriate footwear must be worn at all times.

Shirts and Tops

- Shirts and tops must have an appropriate neckline and fully cover the chest, back, and midriff.
- Shirts may not be tied, cut, or altered in a way that exposes the waist, stomach, chest, or back.
- Shoulder straps must be at least two inches wide.
- Strapless tops, halter tops, tube tops, spaghetti straps, muscle shirts, and tops with excessively large arm openings are not permitted unless worn with another garment that meets dress code requirements.

Shorts, Skirts, and Dresses

Shorts, skirts, and dresses may be no shorter than five inches above the top of the knee at the shortest point. This requirement applies to all garments, including athletic shorts.

Garments must remain at the appropriate length while the student is standing, sitting, walking, or bending.

Pants and Leggings

- Pants and shorts must be worn at the waist and fit securely.
- Leggings, yoga pants, compression pants, spandex garments, and similar form-fitting clothing may be worn when paired with a shirt, dress, skirt, or shorts that provides appropriate coverage.
- Holes, rips, or tears may not expose undergarments or skin in areas required to be covered.
- Pajama pants, sleepwear, lounge pants, blankets, and bedroom slippers are not permitted unless approved for a designated school activity or spirit day.

Headwear and Sunglasses

Hats, caps, bandannas, hoods, bonnets, and other head coverings may not be worn inside the school building unless approved for religious, cultural, medical, or school-related purposes.

Sunglasses may not be worn inside the school building unless required for a documented medical reason or approved by the administration.

Hair and Grooming

Hair must be clean and maintained in a manner that does not create a health or safety concern or substantially disrupt the educational environment. Hair color must be a naturally occurring hair color. Hairstyles are generally matters of personal choice, provided they comply with the requirements of this policy. Students may be required to secure their hair or remove hair accessories during laboratories, athletics, physical education, or other activities when necessary for safety.

Clothing, Images, and Messages

Clothing, jewelry, accessories, or personal items may not display, advertise, or promote:

- Alcohol, tobacco, vaping products, illegal drugs, or controlled substances
- Weapons, violence, gangs, or criminal activity
- Profanity, obscenity, or sexually suggestive content
- Threatening, discriminatory, harassing, or hateful language or images
- Unsafe or unlawful behavior
- Messages or images that substantially disrupt the educational environment

Jewelry, Piercings, and Accessories

Visible body piercings other than ears: including lips, tongue, nose, eyebrow, etc. are not permitted.

Students may be required to remove or secure jewelry or accessories during physical education, athletics, laboratories, or other activities when they could create a safety concern.

Special Activities

The administration may approve exceptions to portions of the dress code for spirit days, performances, athletic activities, costumes, field trips, or other special events. Students will be informed of any special expectations before the activity.

Dress Code Violations

Dress code concerns will be addressed privately and respectfully whenever possible. Students will be given an opportunity to correct the violation by adjusting, covering, removing, or changing the item.

The school may provide temporary clothing or a covering when available. A parent or guardian may be contacted and asked to bring a change of clothing when the violation cannot otherwise be corrected.

Consequences for repeated violations may include:

First Offense

- Student conference
- Written warning
- Opportunity to correct the violation

Second Offense

- Parent or guardian contact
- Written warning
- Opportunity to correct the violation

Third Offense

- Parent or guardian contact
- Detention or another appropriate disciplinary consequence
- Opportunity to correct the violation

Repeated violations or refusal to comply with staff directions may result in additional disciplinary action in accordance with the student code of conduct.

The administration will make the final determination regarding dress code compliance and will apply the policy as consistently and equitably as possible.

Extracurricular Activities and School Events

Trion Middle School encourages students to participate in extracurricular activities, athletics, clubs, service opportunities, and school-sponsored events. Participation helps students build leadership skills, develop responsibility, practice teamwork, and strengthen their connection to the school community.

Participation in extracurricular activities and school-sponsored events is a privilege. Students must meet all applicable academic, attendance, behavioral, financial, and eligibility requirements.

Athletic Eligibility

Student-athletes must meet all eligibility requirements established by Trion City Schools and the North Georgia Athletic Conference.

General eligibility requirements include the following:

- A student-athlete has three years of middle school athletic eligibility, with only one year of eligibility while enrolled as an eighth-grade student.
- A retained student whose name appeared on the roster of a North Georgia Athletic Conference sport during the first year in a grade may not participate in that sport during the second year in the same grade.
- A student-athlete may not reach age 15 before May 1 preceding the school year of participation.
- Academic eligibility is determined on the first day of the school year and remains in effect through the end of the first semester.
- First-semester grades determine eligibility for participation during the second semester.
- A current physical examination must be on file before a student may try out, practice, or participate in a school-sponsored sport.
- All required consent, insurance, emergency, and participation forms must be completed before participation.

Additional eligibility requirements may be found in Trion City Schools Board of Education policies and North Georgia Athletic Conference regulations.

Athletics, Clubs, and Activities

Trion Middle School may offer the following extracurricular opportunities:

Athletics

- Baseball
- Basketball
- Bass fishing
- Cheerleading
- Cross-country
- Football
- Golf
- Soccer
- Softball
- Tennis
- Volleyball
- Wrestling

Clubs and Organizations

- 4-H
- Band
- Junior Beta Club
- Student Council
- Elective and interest-based clubs

Students may also participate in career activities, academic competitions, essay and public-speaking contests, community service projects, spirit weeks, field trips, and other school-sponsored programs.

Offerings may change from year to year based on student interest, staffing, facilities, scheduling, and conference participation.

Participation Requirements

Before participating in an extracurricular activity or school-sponsored event, students may be required to:

- Maintain satisfactory academic progress
- Maintain regular school attendance
- Demonstrate appropriate behavior
- Meet financial obligations or make approved arrangements
- Submit required permission forms and documentation
- Meet any additional requirements established for the activity

The administration, coach, or activity sponsor may review a student's grades, attendance, disciplinary record, and financial obligations when determining eligibility.

Students assigned in-school suspension, out-of-school suspension, or another significant disciplinary consequence may be prohibited from participating in or attending extracurricular activities during the period of the consequence.

Student Conduct at School-Sponsored Events

School rules apply at all school-sponsored events, whether the event occurs during the school day, after school, on school property, or at another location.

Students must:

- Follow the directions of school employees, coaches, sponsors, chaperones, and event personnel
- Demonstrate respectful and safe behavior
- Remain in assigned or approved areas
- Follow established arrival, dismissal, and transportation procedures
- Comply with the TMS Student Code of Conduct

Students who create a disruption, behave unsafely, or refuse to follow directions may be removed from the activity. Misconduct at a school-sponsored event may result in disciplinary action and loss of the privilege to attend future events.

Athletic Events and Sportsmanship

Students and visitors are expected to support Trion teams positively while showing respect for opposing teams, coaches, officials, performers, and spectators.

The following behaviors are prohibited:

- Booing, taunting, or directing insulting comments toward others
- Using profanity, threatening language, or inappropriate gestures
- Throwing objects
- Entering playing areas, locker rooms, team areas, or other restricted locations without permission
- Fighting or engaging in disruptive behavior
- Refusing to follow the directions of school employees, event staff, or law-enforcement officers

Students or visitors who behave inappropriately may be removed from the event and may lose the privilege of attending future school activities. Student misconduct may also result in disciplinary action.

Field Trips

Field trips are extensions of the classroom and are provided to support academic, cultural, leadership, or extracurricular learning.

Before a student is permitted to attend a field trip, the administration may review the student's:

- Attendance
- Academic standing
- Behavior and disciplinary history
- Financial obligations
- Completion of required permission forms
- Compliance with any requirements specific to the trip

Students who do not meet participation requirements may be denied permission to attend. When appropriate, alternative supervision or assignments will be provided.

Students must follow all school rules, transportation expectations, venue requirements, and directions from teachers and chaperones throughout the trip.

School Socials and Dances

The TMS Student Council generally sponsors up to three school dances or socials each year. These events provide students with opportunities to socialize in a safe and supervised environment.

Attendance is a privilege. Students must meet all announced academic, attendance, behavioral, and financial requirements.

The following expectations apply:

- School rules and dress code requirements remain in effect unless different expectations are announced.
- Students must follow the directions of school employees and chaperones.
- Students may not leave the event and later return.
- Parents and guardians must arrange prompt transportation at the conclusion of the event.

- Disruptive, unsafe, or inappropriate behavior may result in removal from the event and loss of future event privileges.

Only currently enrolled Trion Middle School students may attend regular TMS dances and socials.

Guests may be permitted for the eighth-grade dance. Any guest who is not enrolled at Trion Middle School must receive prior approval from the principal and comply with all guest-registration requirements.

The administration reserves the right to deny or revoke attendance privileges when necessary to protect student safety or maintain an orderly event.

Parent and Guardian Responsibilities

Strong partnerships between families and the school are essential to student success. Parents and guardians are encouraged to remain informed, communicate regularly with school personnel, and support school expectations.

Parents and guardians are responsible for:

- Providing current contact, emergency, medical, and custody information
- Monitoring their child's grades, attendance, assignments, and school communications
- Ensuring regular and timely school attendance
- Communicating concerns directly with the appropriate teacher or staff member
- Attending conferences when requested
- Supporting school rules, academic expectations, and disciplinary procedures
- Arranging timely transportation for dismissal and after-school activities
- Completing and returning required forms by established deadlines

Visiting the School

Parents and guardians are welcome and encouraged to remain involved in their child's education. Appointments may be scheduled with teachers, administrators, the school counselor, or other appropriate staff members.

All visitors must:

- Enter through the designated main entrance
- Report directly to the school office upon arrival
- Present identification when requested
- Sign in and receive authorization before entering other areas of the building
- Wear a visitor badge while on campus
- Follow all school safety and visitor procedures

Visitors may enter only the school building or area for which permission has been granted. Classroom visits must be scheduled in advance and approved by the administration to protect instructional time and student privacy.

The administration may limit or deny access to the campus when necessary to maintain safety, protect confidentiality, or prevent disruption to the educational environment.

Student Release and Authorized Pickup

Students will be released only to:

- A parent or legal guardian
- An adult listed as an authorized pickup person in the student's enrollment records
- Another person approved in accordance with school procedures

Photo identification may be required before a student is released.

The school will follow the most current custody or guardianship documents on file. Parents and guardians are responsible for providing the school with complete and current copies of any legal documents affecting custody, guardianship, visitation, or student release.

The school cannot enforce verbal custody instructions or legal arrangements that have not been provided in writing and placed in the student's official records.

Changes to Student Information

Parents and guardians must notify the school office immediately when any of the following information changes:

- Home or mailing address
- Parent or guardian telephone numbers
- Email addresses
- Emergency contacts
- Authorized pickup persons
- Medical information
- Custody or guardianship information
- Transportation arrangements

Changes to student demographic, custody, or release information must be completed by the authorized custodial parent or legal guardian using the required school form. Identification or supporting documentation may be required.

Changes will not be accepted through a student or an unauthorized individual. Certain changes may not be accepted verbally, by informal note, or through another person.

Accurate information is essential so the school can contact families promptly during emergencies and release students only to authorized individuals.

School Notifications

Trion City Schools uses an automated notification system to communicate important information to parents and guardians.

Notifications may include:

- School delays, early dismissals, or cancellations
- Severe weather or emergency information
- Attendance notices
- Field trip reminders
- Upcoming events
- Deadlines and other school announcements

Parents and guardians are responsible for keeping their telephone numbers and email addresses current to ensure they receive school communications.

Instructions for enrolling in text notifications will be provided by the school or district. Message and data rates may apply.

Automated notifications supplement, but do not replace, other school communication methods. Families are encouraged to monitor school websites, Parent Portal, email, and other approved communication platforms regularly.

Parent-Teacher Conferences

A parent, guardian, teacher, counselor, or administrator may request a conference to discuss a student's academic progress, attendance, behavior, social-emotional needs, or other concerns.

Parents and guardians may contact the school to schedule a conference. Conferences should be arranged in advance to ensure that the appropriate staff members are available.

Upon arrival for a conference, visitors must report to the main office. A staff member will provide directions or escort the visitor to the meeting location.

Students benefit when families and school personnel work together and communicate a shared commitment to the student's success.

Questions About Grades or Assignments

The classroom teacher has the most direct knowledge of a student's grades, assignments, assessments, and classroom performance.

Questions or concerns about a specific grade, assignment, assessment, or classroom expectation should first be directed to the teacher. Parents and guardians should allow the teacher a reasonable opportunity to review the concern and respond.

When a concern is not resolved after communication with the teacher, the parent or guardian may contact the appropriate administrator for additional assistance.

Communication Expectations

Parents and guardians are expected to communicate with school employees in a respectful and appropriate manner. School personnel will make reasonable efforts to respond to messages within an appropriate timeframe during regular school days.

Teachers may not be available to respond during instructional time, supervision duties, meetings, or outside regular working hours. Urgent messages involving student safety, transportation, or dismissal should be directed to the school office.

Concerns should be addressed through the appropriate school communication process rather than through social media or public discussion involving students or staff.

School Policies

The policies included in this handbook summarize important expectations for Trion Middle School students and families. All students are also subject to Trion City Schools Board of Education policies, the Student Code of Conduct, and applicable state and federal laws.

Board policies may be revised during the school year. When a conflict exists, current law and official Trion City Schools Board of Education policy will take precedence over the information printed in this handbook.

Equal Educational Opportunity and Nondiscrimination

Trion Middle School and Trion City Schools are committed to providing equal educational opportunities for all students. The school system does not discriminate on the basis of race, color, national origin, sex, religion, disability, or any other status protected by applicable law.

Questions or concerns regarding nondiscrimination policies may be directed to:

Trion Middle School
706-734-7433

Trion City Schools Central Office
706-734-2363

Gender Equity in Athletics

In accordance with the Georgia Equity in Sports Act, O.C.G.A. § 20-2-315, Trion City Schools does not discriminate on the basis of sex in its interscholastic athletic programs.

Questions or complaints regarding gender equity in athletics may be submitted to the Trion City Schools sports equity coordinator at 706-734-2363.

Health-Related Policies

Medication at School

Whenever possible, medication should be administered at home. When medication must be taken during the school day, the following procedures apply:

- A parent or guardian must bring the medication directly to the school nurse or designated school employee.
- Students may not transport medication to school unless prior authorization has been granted.
- Medication must be provided in its original, properly labeled container.
- Prescription labels must include the student's name, medication name, dosage, and administration instructions.
- Required parent and medical authorization forms must be completed before medication can be administered.
- Medication will be stored securely and administered by the school nurse or another authorized employee.
- Students may not share medication with another person.

Students may not keep prescription or over-the-counter medication in a book bag, locker, purse, pocket, or other personal area unless authorized under an approved medical plan or applicable law.

This restriction includes, but is not limited to:

- Prescription medication
- Pain relievers
- Allergy medication
- Cough or cold medication
- Vitamins and supplements
- Inhalers
- Epinephrine auto-injectors

Students who are authorized to carry emergency medication, such as an inhaler or epinephrine auto-injector, must have the required medical documentation on file.

Trion Middle School does not routinely provide medication to students. Certain approved over-the-counter medications may be administered by the school nurse when appropriate authorization is on file.

First Aid and Medical Emergencies

The school nurse or other trained personnel may provide basic first aid when a student becomes ill or is injured at school.

Parents or guardians will be contacted when:

- A student needs additional medical care
- A student must be picked up from school
- An injury or illness requires family notification
- Emergency medical treatment may be necessary

Emergency medical services may be contacted when school personnel determine that immediate medical attention is necessary.

Mobility Assistance and Wheelchair Use

A limited number of wheelchairs may be available for temporary use when medically necessary. Medical documentation may be required before a student uses a school wheelchair for an extended period.

Trion City Schools is not responsible for providing a personal wheelchair or other long-term mobility equipment. Families should contact the school administration or school nurse to discuss necessary accommodations or accessibility needs.

Head Lice

When a student is suspected of having head lice, the school nurse or another trained employee may examine the student.

When live lice or nits are identified:

- The parent or guardian will be notified.
- The student may be sent home for appropriate treatment.

- The family will receive instructions regarding treatment and the requirements for returning to school.
- The student may be rechecked before returning to class.

The day on which the student is sent home by the school will be considered an excused absence. Additional absences related to the same occurrence must be documented in accordance with the school attendance policy.

Families should notify the school nurse when a student has been treated for head lice so appropriate follow-up measures can be taken.

Immunization Requirements

Students must meet all immunization requirements established by Georgia law and the Georgia Department of Public Health.

Before attending school, a parent or guardian must provide an appropriate Georgia certificate of immunization or valid documentation of an allowable exemption.

Students who do not have the required documentation may be excluded from school as required by law.

Families should provide updated immunization records whenever additional immunizations are received.

Hearing and Vision Screenings

When a teacher, parent, guardian, school nurse, or other appropriate staff member has reason to believe that a student may be experiencing difficulty hearing or seeing, the school nurse may conduct a basic screening.

Screening results will be provided to the parent or guardian. A school screening is not a medical diagnosis, and families may be advised to seek further evaluation from an appropriate healthcare provider.

Safety and Conduct Policies

Tobacco-, Vape-, and Smoke-Free Campus

Trion City Schools maintains a tobacco-, vape-, and smoke-free environment 24 hours a day.

Students, employees, and visitors may not possess, use, distribute, or be under the influence of prohibited tobacco or vaping products:

- On school property
- In school vehicles
- At school-sponsored activities
- At athletic events
- While traveling to or from a school-sponsored activity

Prohibited products include, but are not limited to:

- Cigarettes and cigars
- Smokeless tobacco
- Electronic cigarettes
- Vape devices
- Vape liquids, cartridges, or pods
- Nicotine pouches
- Any electronic smoking or vapor-producing device
- Components or accessories associated with these products

A device or substance does not have to contain nicotine or tobacco to violate this policy if it is designed, represented, or used as a smoking or vaping product.

Violations will result in disciplinary action in accordance with the Student Code of Conduct and may be reported to law enforcement when required.

Gambling

Gambling in any form is prohibited on school property and at school-sponsored events.

Students may not:

- Bet money, food, property, services, or other items of value
- Participate in games of chance for personal gain
- Organize or promote gambling activities
- Use electronic devices or online platforms for gambling
- Possess gambling-related materials when they are being used for an unauthorized purpose

School-approved instructional activities, fundraisers, or games that do not involve unlawful gambling are not prohibited.

Unauthorized Sales and Solicitation

Students may not sell, trade, advertise, or distribute merchandise, food, tickets, subscriptions, services, or other items on school property without prior administrative approval.

Only school-sponsored or officially approved fundraising activities are permitted.

Student Searches

School officials may conduct a search when there is reasonable suspicion that a student has violated the law, Board policy, the Student Code of Conduct, or a school rule.

A search must be reasonably related to the suspected violation and appropriate in scope based on the student's age, the circumstances, and the nature of the suspected item.

Searches may include:

- Book bags and backpacks
- Purses and athletic bags
- Clothing and outer garments
- Lockers
- Desks
- School-issued devices

- Vehicles parked on school property
- Other personal belongings brought onto school property

Searches may occur before, during, or after school and at school-sponsored activities.

Whenever practicable, a student search will be conducted:

- By an administrator or authorized school official
- In a private or reasonably private location
- In the presence of another school employee
- In a manner that protects the student's dignity as much as reasonably possible

Students are expected to cooperate with authorized school searches. Refusal to cooperate may result in disciplinary action.

Lockers and School Property

Lockers, desks, school-issued devices, and other school-provided spaces or property remain under the control of Trion City Schools.

School officials may inspect school property at any time. Students should not expect privacy in school-owned property.

Metal Detector Wands

A hand-held metal detector wand may be used when:

- There is reasonable suspicion that a student possesses a weapon or prohibited metal item
- A credible safety concern exists
- A search is conducted as part of an approved safety procedure
- Use is otherwise permitted by law and Board policy

Before using a wand, the administrator should explain the procedure and direct the student to remove ordinary metal objects when appropriate.

A metal detector alert may provide a basis for further investigation or a more focused search.

Detection Dogs

Trained detection dogs may be used in accordance with law and Board policy to inspect lockers, vehicles, common areas, classrooms, book bags, or other property.

Detection dogs will be handled only by trained personnel or authorized law-enforcement officers.

Law-Enforcement Involvement

Law enforcement may be contacted when:

- A weapon is suspected or discovered
- Illegal drugs or other unlawful substances are suspected or discovered
- A student or another person presents an immediate safety threat
- The suspected conduct may constitute a criminal offense
- Additional assistance is necessary to protect students or staff

Items discovered during a search may be confiscated and used as evidence in school disciplinary proceedings or provided to law enforcement.

Prohibited Items

Students may not possess, use, display, distribute, or bring prohibited or disruptive items onto school property or to school-sponsored activities.

Prohibited items include, but are not limited to:

- Firearms or ammunition
- Knives or other cutting instruments
- Explosives or fireworks
- Weapons or objects used or represented as weapons
- Look-alike weapons
- Tobacco, vaping, nicotine, alcohol, or illegal drug products
- Prescription or over-the-counter medication that has not been properly authorized
- Drug paraphernalia
- Laser pointers
- Gambling materials
- Pornographic or obscene material
- Items used to threaten, intimidate, injure, or harass another person
- Toys or novelty items that interfere with instruction
- Any item that creates a safety concern or substantially disrupts the educational environment

Ordinary objects may be treated as weapons when they are used, intended to be used, or represented as a means of causing harm.

Prohibited items may be confiscated. Students may face disciplinary action, and law enforcement may be contacted when appropriate.

Trion City Schools is not responsible for the theft, loss, or damage of personal items brought onto school property.

Personal Electronic Devices

Distraction-Free Learning Environment

In accordance with the Georgia Distraction-Free Education Act, Trion Middle School maintains a distraction-free learning environment for students in grades 6–8.

Unless an approved exception applies, students may not access or use personal electronic devices from the time they enter the school building until they have been dismissed and report to the appropriate dismissal area.

Personal electronic devices include, but are not limited to:

- Cell phones
- Smartphones
- Smartwatches
- Tablets
- Personal computers

- Earbuds and headphones
- Gaming devices
- Recording devices
- Any device capable of communication, internet access, recording, or transmitting information

Cell Phone Collection Procedures

Students must follow these procedures each school day:

1. Cell phones must be powered off before the student enters the school building.
2. Students must turn in cell phones during homeroom.
3. Phones will be placed in the designated classroom cell phone caddy or storage area.
4. Phones may not be kept in student lockers.
5. Phones and smartwatches must remain powered off and may not be seen, heard, accessed, or used during the school day.
6. Students may retrieve phones only as directed at the end of the school day.
7. After retrieving a phone, students must report to their assigned dismissal location before accessing the device.

Students may not access another student's phone or remove a device from a classroom caddy without permission.

Smartwatches and Wearable Devices

Smartwatches and similar wearable devices may not be used to:

- Send or receive calls or messages
- Access the internet
- Record audio, photographs, or video
- Play games or use applications
- Receive notifications
- Communicate with another person

A smartwatch or wearable device must remain powered off and stored as directed throughout the school day.

Exceptions

Device use may be permitted when authorized:

- As part of a student's Individualized Education Program or Section 504 Plan
- Under an approved medical or health plan
- For a documented medical need
- During an emergency
- By an administrator for a specific educational or safety-related purpose
- As otherwise required by law

Parents and guardians should contact the school office rather than a student's personal device when communication is necessary during the school day.

Responsibility for Devices

Students bring personal electronic devices to school at their own risk.

Trion City Schools and its employees are not responsible for the theft, loss, damage, unauthorized use, or destruction of any personal device brought onto school property or to a school-sponsored activity.

Electronic-Device Violations

A student is considered to have accessed a device when the device is seen, heard, used, activated, or otherwise available to the student in violation of this policy.

Consequences may include:

First Offense

- One day of after-school detention
- The student must turn the device in to the school office at the beginning of each day for five consecutive school days.

Second Offense

- One day of in-school suspension
- The student must turn the device in to the school office at the beginning of each day for five consecutive school days.

Third and Subsequent Offenses

- Consequences will be assigned by the principal or designee in accordance with the Student Code of Conduct.
- Additional restrictions on bringing a personal device to school may be imposed.

Refusal to surrender a device or follow the directions of a school employee may result in additional disciplinary action for failure to comply.

Financial Policies

Check Acceptance

Checks may be accepted for approved school payments.

When a check is returned because of insufficient funds:

- The original amount of the check must be repaid.
- A $10 returned-check fee will be added.
- Repayment must be made using cash or another method approved by the school.

After two returned checks during the same school year, Trion Middle School may require cash or another approved form of payment for future transactions.

The school may refer unresolved returned checks for collection in accordance with district procedures and applicable law.

Enrollment and Academic Policies

Nonresident Students

Enrollment of students who reside outside the Trion City Schools attendance district is a privilege and is subject to Trion City Schools Board of Education policy, available space, and administrative approval.

Acceptance and continued enrollment may be based on the following criteria:

Available Space

Space must be available in the student's grade level and appropriate instructional programs.

Academic Performance

Students are expected to:

- Maintain a yearly grade of 70 or higher in all subject areas
- Meet or exceed minimum expectations on grade-level benchmark assessments
- Earn an achievement level of 2 or higher in English Language Arts and Mathematics on the Georgia Milestones assessment, when applicable

Attendance

Students are expected to have:

- No more than nine absences during the school year
- No unexcused absences
- No more than nine tardies during the school year

For this policy, tardies may include late arrivals and early checkouts.

Behavior

Students are expected to:

- Follow all school rules and behavior expectations
- Have no more than three office discipline referrals during the school year
- Avoid serious or major disciplinary infractions

A single serious violation may result in the immediate review or revocation of nonresident enrollment.

Parent and Guardian Cooperation

Parents and guardians are expected to:

- Attend requested meetings and conferences
- Maintain accurate enrollment and contact information
- Pay applicable tuition, fees, and financial obligations
- Support homework and academic expectations
- Ensure participation in required tutoring, remediation, or summer school when applicable
- Cooperate with attendance, behavior, and academic improvement plans

Failure to meet nonresident enrollment expectations may result in the student's enrollment being reviewed or revoked. A student whose nonresident enrollment is revoked will be referred to the school district serving the student's legal residence.

All final decisions regarding nonresident admission and continued enrollment will be made in accordance with current Board policy and applicable enrollment agreements.

Promotion and Retention

Promotion and retention decisions will be made in accordance with Trion City Schools Board of Education policy and current district procedures.

To be promoted to the next grade level, a student must earn:

- A final yearly average of 70 or higher in English Language Arts
- A final yearly average of 70 or higher in Mathematics
- A final yearly average of 70 or higher in at least two of the following three areas:
    - Science
    - Social Studies
    - Connections courses

Students who do not meet these requirements may be considered for retention or another appropriate placement.

Promotion and retention decisions will be based on a comprehensive review that may include:

- Course grades
- Classroom performance
- Georgia Milestones results
- MAP and benchmark assessment results
- Attendance
- Intervention participation and progress
- Work completion
- Social-emotional and developmental needs
- Individualized Education Program or Section 504 Plan requirements
- Other relevant academic information

Students who are at risk of retention should be monitored through the Multi-Tiered System of Supports process. Families will be notified, and intervention efforts will be documented.

When required, a placement committee composed of appropriate teachers, administrators, support personnel, and the student's parent or guardian will review the available information and make a promotion or retention decision in accordance with district and state procedures.

Teacher Qualifications

Parents and guardians have the right to request information regarding the professional qualifications of their child's teacher or paraprofessional as provided by applicable law.

Requests may be directed to:

Trion Middle School Principal
706-734-7433

Trion City Schools Central Office
706-734-2363

Curriculum

The Trion Middle School curriculum is aligned with the Georgia Standards of Excellence, applicable state requirements, and locally adopted instructional programs.

Parents and guardians may request information about:

- Grade-level academic standards
- Course content
- Instructional materials
- Curriculum maps
- Assessment practices
- Available academic supports

Questions regarding a specific course or instructional unit should first be directed to the classroom teacher. Additional curriculum questions may be directed to the school administration.

Trion Middle School Code of Conduct

Standards of Student Behavior:

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

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

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

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

Students shall:

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

Proressive Discipline Process:

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

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

The rules and regulations of conduct shall apply:

1. on the school ground at any time;
2. off the school grounds at a school function or event;
3. adjacent to school grounds;
4. in route to and from school and/or school activities subject to the jurisdiction of school authorities.

Category I Discipline

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

Category II Discipline

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

Category III Discipline

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

Category IV Discipline

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

Behavior Support Process:

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

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

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

The behavior support process will ensure that supports are developmentally and age appropriate. Trion City Schools will utilize the following procedures/elements to implement the behavior support process for student misconduct.

1. Student contact/notification
2. Parent contact/notification
3. Parent conference

4. Teacher conference
5. Principal conference
6. Check In/Check Out Daily Support
7. Referral to guidance counselor
8. Referral to student support team
9. Counseling with school social worker
10. Referral to school psychologist
11. Utilization of DFACS
12. Referral to truancy treatment team
13. Placement in alternative education program
14. Referral to board of education
15. Referral to juvenile justice system
16. Referral to city and/or county law enforcement agencies

Category I Discipline (Minor Offenses)

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

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

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

Professional staff members may utilize the following discipline management techniques:

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

The Principal may utilize the following discipline management techniques:

- Conference with parent and student
- Restriction from school programs / assemblies
- Assignment to after school detention
- Partial day ISS
- Full day to 3 to 9 days ISS depending on severity
- Participation in the cleaning / repair of any damage caused to the school-related environment
- Smocking for dress code violation
- Loss of driving privileges and / or loss of parking space
- Silent lunch
- Loss of break
- Referral to Counselor
- D-Hall
- Apology
- Clean cafeteria
- Warning
- Loss of attendance to extra-curricular activities
- Any other disciplinary technique that positively promotes the student code of conduct and desired character traits

Category II Discipline (Intermediate Offenses)

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

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

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

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

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

Category III (Serious Offenses)

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

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

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

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

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

Category IV Discipline (Major Offenses)

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

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

Category IV offenses are the most serious acts of misconduct. These offenses must be immediately reported to the principal. These offenses are so serious that they may require use of outside agencies and / or law enforcement. Such acts may also result in criminal penalties being imposed. Any misconduct, which threatens the health, safety, or well-being of others, may result in immediate suspension of the student from school and a parent conference is required.

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

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

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

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

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

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

All federal and state laws will be followed.

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

Trion Middle School Detention Policy

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

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

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

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

Behavior Expectations: During detention students are expected to:

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

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

Trion Middle School In-School Suspension Policy

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

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

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

TMS Discipline Plan

MINOR OFFENSES		MAJOR OFFENSES	
Minors Classroom Managed Teacher determines plan of action	**Minor Consequences**	**Majors** Administrator Managed Referral Form Completed by Teacher	**Major Consequences**
Property: Misuse of school, personal, or others' property	**Minor consequences and/or strategies are determined by the teacher and are based upon grade level, number of previous infractions, and individual student needs.** **Examples are, but not limited to;** • Preferential seating • Loss of privileges • Teacher conference • Silent lunch • Parent contact • Counselor referral	**Vandalism:** Intentional and malicious destruction of property	**Major consequences and/or strategies are determined by the administrator and are based upon grade level, number of previous infractions, and individual student needs.** **Examples are, but not limited to:** • Loss of privileges • Admin conference • Parent contact • Silent lunch • Counselor referral • Restitution • Detention • In School Suspension • Out of School Suspension
Noncompliance: Refusal to follow a request.		**Defiance:** Excessive disruption and/or refusal to follow a request where learning has stopped for the student or class	
Inappropriate Language: Disruptive language not suitable for school.		**Profanity:** Language directed at others or a verbal threat to harm someone **Threat:** Verbal or nonverbal intent to harm	
Put Downs/ Teasing: Using wordsthat make others feel bad		**Bullying:** Extreme verbal or nonverbal behavior that is targeted toward a student and repeated over time	
Bathroom: Misuse of bathroom family other than intended purpose		**Bathroom:** Repeated misuse of bathroom facility or vandalism	
Dishonesty: An act of not telling the truth or cheating		**Stealing:** Intentional taking of another's property without permission	
Verbal Interruptions: Talking without permission during times of instruction and/or silent work time		**Intentional Disrespect:** Nonverbal and/or verbal actions that are intentionally disrespectful or disruptive	
Self Control: Inability to keep body and/or materials under control		**Self Control:** Repeated inability to keep body and.or materials under control after multiple warning and interventions	
Personal Space: Refusal to keep hands or body to self		**Physical Aggression:** Intentionally causing physical harm or inappropriate contact and/or throwing of objects with the intent of physical harm	

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

- Mandatory attendance in a public school, private school, or home school program shall be required for children between their sixth and sixteenth birthdays. Such mandatory attendance shall not be required where the child has successfully completed all requirements for a high school diploma.

- Every parent, guardian, or other person residing within this state having control or charge of any child or children during the ages of mandatory attendance as required in subsection (a) of this Code section shall enroll and send such child or children to a public school, a private school, or a home study program that meets the requirements for a public school, a private school, or a home study program; and such child shall be responsible for enrolling in and attending a public school, a private school, or a home study program that meets the requirements for a public school, a private school, or a home study program under such penalty for noncompliance with this subsection as is provided in Chapter 11 of Title 15, unless the child's failure to enroll and attend is caused by the child's parent, guardian, or other person, in which case the parent, guardian, or other person alone shall be responsible; provided, however, that tests and physical exams for military service and the National Guard and such other approved absences shall be excused absences. The requirements of this subsection shall apply to a child during the ages of mandatory attendance as required in subsection (a) of this Code section who has been assigned by a local board of education or its delegate to attend an alternative public school program established by that local board of education, including an alternative public school program provided for in Code Section 20-2-154.1, regardless of whether such child has been suspended or expelled from another public school program by that local board of education or its delegate, and to the parent, guardian, or other person residing in this state who has control or charge of such child. Nothing in this Code section shall be construed to require a local board of education or its delegate to assign a child to attend an alternative public school program rather than suspending or expelling the child.

- Any parent, guardian, or other person residing in this state who has control or charge of a child or children and who shall violate this Code section shall be guilty of a misdemeanor and, upon conviction thereof, shall be subject to a fine not less than $25.00 and not greater than $100.00, imprisonment not to exceed 30 days, community service, or any combination of such penalties, at the discretion of the court having jurisdiction. Each day's absence from school in violation of this part after the child's school system notifies the parent, guardian, or other person who has control or charge of a child of five unexcused days of absence for a child shall constitute a separate offense. After two reasonable attempts to notify the parent, guardian, or other person who has control or charge of a child of five unexcused days of absence without response, the school system shall send a notice to such parent, guardian, or other person by certified mail, return receipt requested. Public schools shall provide to the parent, guardian, or other person having control or charge of each child enrolled in public school a written summary of possible consequences and penalties for failing to comply with compulsory attendance under this Code section for children and their parents, guardians, or other persons having control or charge of children. The parent, guardian, or other person who has control or charge of a child or children shall sign a statement indicating receipt of such written statement of possible consequences and penalties; children who are age ten years or older by September 1 shall sign a statement indicating receipt of such written statement of possible consequences and penalties. After two reasonable attempts by the school to secure such signature or signatures, the school shall be considered to be in compliance with this subsection if it sends a copy of the statement, via certified mail, return receipt requested, to such parent, guardian, other person who has control or charge of a child, or children. Public schools shall retain signed copies of statements through the end of the school year.

- Local school superintendents in the case of private schools or home study programs and visiting teachers and attendance officers in the case of public schools shall have authority and it shall be their duty to file proceedings in court to enforce this subpart.

Absences and Excuses

The Trion City Schools Board of Education recognizes the value of regular and punctual attendance in each child's overall education. The learning experiences that take place in the classroom are considered to be a meaningful and essential part of the education system. School attendance is essential for academic success and personal development. When students attend school regularly, they have more opportunities to engage with lessons, participate in discussions, and develop critical thinking and social skills. Regular attendance helps students stay on track with their learning, avoid falling behind, and build strong relationships with teachers and classmates. It also prepares them for future responsibilities in the workplace, where consistency and punctuality are highly valued. Overall, good attendance is a key factor in a student's educational journey and long-term success. In responding to student attendance issues, the Trion City Board of Education shall comply with all requirements of state law, applicable State Board of Education rules, and the protocol developed by the student attendance committee.

Compliance with Georgia Law

Compulsory Attendance

All children between the ages of six (6) and sixteen (16) must be enrolled and attend school in accordance with O.C.G.A. §§ 20-2-690 through 20-2-701 and related State Board rules.

No student shall be disciplined with expulsion solely for absenteeism, in compliance with SB 123 (2025).

Student Attendance and School Climate Committee (SASCC)

Trion City Schools will fully participate in the county SASCC, as required by state law.

The district shall review attendance data, support the adoption of updated attendance protocols, and implement strategies to address chronic absenteeism as defined by law.

Excused Absences

Excused absences will follow the categories outlined in O.C.G.A. §§ 20-2-690.1 and 20-2-692, including but not limited to: illness, family emergencies, court orders, religious observances, hazardous conditions, military visitation, voting, and other circumstances approved by the Superintendent or designee,

Students shall be considered present in accordance with state law when serving as pages of the General Assembly, attending court for foster care, or participating in approved school/Board-sanctioned activities.

School days missed as a result of out-of-school suspension shall not be counted as unexcused for the purpose of determining student truancy, but shall be counted as unexcused for all other purposes.

Chronic Absenteeism

Consistent with O.C.G.A. and State Board definitions, a student is chronically absent if they miss ten percent (10%) or more of enrolled school days for any reason. Parents/guardians shall receive required notices at the statutory thresholds for unexcused absences.

The school system shall provide to the parent, guardian, or other person who has control or charge of a student (hereinafter referred to as "parent") when the student has five unexcused absences. The notice will outline the penalty and consequences of such absences, and that each subsequent absence will constitute a separate offense. After two reasonable attempts to notify the parent, the school system will send written notice via first-class mail or via certified mail, return receipt requested; and each parent/guardian of a student enrolled will receive written information annually regarding attendance expectations and consequences for non-compliance.

Trion City Schools shall annually review attendance data, monitor implementation of protocols, and collaborate with families and community partners to reduce barriers to attendance.

The Superintendent or designee will promulgate administrative regulations to ensure compliance with this policy, state law, and the SASCC protocol.

Regular school attendance is a critical factor in student success. When students attend school consistently, they are more likely to achieve academically, build strong relationships with peers and teachers, and develop the habits that lead to lifelong learning and responsibility. Research from organizations such as Attendance Works and the U.S. Department of Education shows that students who are chronically absent, missing just two days a month, are at significant risk of falling behind academically. In fact, missing 10% or more of the school year, regardless of the reason, can negatively affect reading and math achievement as early as kindergarten and continue to have an impact through high school.

Trion City Schools is committed to fostering a positive and supportive learning environment where every student is encouraged and expected to attend school regularly. We recognize that good attendance is not just a school responsibility but a community one. As such, our schools work in partnership with families and community stakeholders to address attendance barriers and promote a culture of showing up every day. In responding to student attendance concerns, our district follows all applicable state laws, State Board of Education rules, and the protocol established by the Student Attendance Committee to ensure a fair, consistent, and supportive approach. The county Attendance Protocol addresses interagency procedures (identify/ report/ investigate/ prosecute), and district policy addresses school procedures (attendance coding, make-up work, notifications, interventions).

Parent/Guardian notes will be accepted for up to five absences in an academic semester. After five absences per semester, parents will be required to provide written medical excuses or official documentation for the absence.

Consecutive absences due to the same illness shall be covered by a single note. Once a student resumes attendance, any additional absence constitutes a separate occurrence and must be documented with a separate note, even if the absence is related to the same illness.

Students who become ill or injured while at school shall be dismissed from school only after parents or guardians have been notified. Exceptions to this shall be made only in cases of emergency. A student shall be dismissed before the end of the official school day only when a parent or guardian submits a written request explaining the reason for early dismissal to the principal or designee, or appears in person to request the student's dismissal. Students shall not leave school grounds during school hours except in accordance with the school's established student checkout procedures. Principals may require verification of the student's right of custody from anyone requesting early dismissal.

Under Georgia law, a student is considered chronically absent if they miss 10% or more of the school days they have been enrolled in the same school or school system during the current school year. This includes both excused and unexcused absences, and does not count the student's first day of enrollment.

If Trion City Schools' district chronic absenteeism rate is 10% or higher, the district shall maintain a district-level Attendance Review Team (ART). If any individual school's chronic absenteeism rate is 15% or higher, that school shall maintain a school-level ART. ARTS shall meet at least monthly. If any individual school's chronic absenteeism rate is 15% or higher, that school shall maintain a school-level Attendance Review Team (ART). ARTS shall meet at least monthly to review attendance data, determine barriers to attendance, and develop and monitor written intervention plans for students who are chronically absent or at risk of becoming chronically absent.

The conditions set forth by an Attendance Review Team (ART) remain in effect until rescinded. If a student continues to have unexcused absences after an ART meeting, the student may be referred to a truancy meeting at their attending school. If a student continues to have unexcused absences after a meeting, the student can be referred to court. This process does not start over each school year. The conditions set forth in the ART agreement remain in effect even if the ART meeting and/or truancy meeting was held in a previous year.

Revised 03/2026

Elementary, Middle, and High Schools Absences and Excuses

REFERRAL PROCESS FOR ABSENCES

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

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

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

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

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

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

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

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

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

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

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

Referral Process for Tardies

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

Ten (10) and Fifteen (15) Tardies

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

Revised 04/2015

Board Policy Descriptor Code: JBCB Nonresident Students

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

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

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

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

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

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

Trion City Schools
Date Adopted: 3/19/2007

Internet Acceptable Use Policy

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

Purpose

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

Proper and Ethical Use

1. Transmission of any material in violation of United States or state law is prohibited. This includes but is not limited to, copyrighted material, threatening or obscene material, or material protected by patent.

2. Use of the Internet by a student or staff member must be in support of and consistent with the educational objectives of the Trion City School System.

Improper and Unethical Use

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

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

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

Procedures for Use

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

Title XVII - Children's Internet Protection Act

1. In order to ensure that the students and staff at Trion City Schools are not exposed to unacceptable material that is available on the Internet, the school will employ an Internet filtering system. In accordance with Title XVII Children's Internet Protection Act, Trion City Schools will actively strive to prevent access to websites that contain obscenities, child pornography, other forms of pornography, or materials or information that could be harmful to the health and well-being of our students.

    1. Additional specifics and clarification relation to CIPA

        a. Access by minors to inappropriate matters on the Internet and World Wide Web.

        A web filter is in place to block access to inappropriate web content.

        A spam filter is in place to prevent incoming email from delivering inappropriate spam, and malicious software.

        b. The safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications.

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

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

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

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

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

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

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

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

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

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

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

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

Gifted and Talented Program

The Georgia State Board of Education defines a gifted student as

"…a student who demonstrates a high degree of intellectual and/or creative ability(ies), exhibits an exceptionally high degree of motivation, and/or excels in specific academic fields, and who needs special instruction and/or ancillary services to achieve at levels commensurate with his/her abilities."

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

EVALUATION FOR GIFTED ELIGIBILITY

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

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

IDENTIFICATION AND PLACEMENT OF STUDENTS IN THE GIFTED PROGRAM

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

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

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

ELIGIBILITY CRITERIA

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

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

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

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

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

• Any data used to establish eligibility in one area cannot be used to establish eligibility in another area.

• Any test score, evaluation instrument, or product/performance used to establish eligibility must be current within two years. Students that are tested and are not determined eligible for gifted services cannot be tested until at least two years have elapsed from the initial gifted screening date.

• Outside data may be accepted and considered but cannot be substituted for school-generated data to determine eligibility.

• Students that transfer into the district from another Georgia school district where they were identified and placed into a gifted program are automatically eligible for gifted services. Students from gifted programs outside of the state of Georgia are not automatically placed into the gifted program. Testing procedures and eligibility screening must be reviewed to determine alignment with Georgia guidelines.

Gifted Curriculum

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

Delivery Models

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

Direct Services

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

Indirect Services

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

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

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

Trion City Schools

Rights Under the Protection of Pupil Rights Amendment (PPRA)

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

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

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

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

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

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

Following is a list of the specific activities and surveys covered under this requirement:
•Collection, disclosure, or use of personal information for marketing, sales or other distribution.
•Administration of any protected information survey not funded in whole or in part by ED.
•Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5901

Trion City Schools

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

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

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

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.[1]

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

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

-Student's name

-Weight and height of members of

-Electronic mail address athletic teams

-Photograph

-Degrees, honors, and awards

-Participation in officially recognized activities and sports

-Grade Level

-Student work

Parental Involvement and Access to Student Records

The Board of Education encourages and supports parental involvement in all district schools. Parents have the right to access information and participate in decisions regarding their child's education. The following procedures are in place to ensure these rights:

1. Reviewing Your Child's Records
Parents may review records relating to their minor child, including academic, behavioral, and health-related records. You may also request that your child's records be transferred to another school or to a person or entity authorized to receive such records, in accordance with state law (Code Sections 20-2-667 and 20-2-670).

2. Access to Instructional Materials
Parents may review instructional materials used in the classroom or recommended by their child's teacher. These materials are available during the first two weeks of each grading period, either online or on-site upon request.

3. Objecting to Instructional Materials
Parents may object to specific instructional materials intended for use with their child by contacting the administration.

4. Use of Student Images and Recordings
If parents do not want photographs, videos, or voice recordings of their child to be used, they may indicate this on the TCS Parent Permissions form sent home at the beginning of the school year or notify the administration in writing. Certain exceptions may apply for public safety and security purposes.

5. Transfer and Review of Student Records
When a student transfers to another school, the receiving school will notify the parent in writing of the transfer of records. Parents may request a copy of the records within five school business days of the notification. Upon receiving a copy, parents may request a meeting with the principal (sending or receiving school) within five school business days to review and correct any content in the records. The parties may mutually agree to hold the meeting at a later date if needed.

6. Timely Production of Records
Parents or legal custodians may request an electronic copy of a student's complete education record. The school must provide the electronic records no later than three business days following the request. If some records are not available electronically, the school will notify the parent by the third business day when the remaining records will be available.

These procedures ensure parents can actively participate in their child's education, access instructional materials, review student records, and request corrections as needed.

Trion City Schools

Notification of Rights under FERPA for Elementary and Secondary Schools

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

(1) The right to inspect and review the student's education records within 45 days of the day the

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

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

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

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

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

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202-8520

Right to Know Professional Qualifications of Teachers and Paraprofessionals

Date: August 4, 2023

Dear Parents,

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

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

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

Sincerely,

Angie Bowman

Federal Programs Director

Trion City Schools

Notice of Rights of Students and Parents Under Section 504

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

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

Board Policy: Homeless Students

Board Policy **Descriptor Code: JBC(1)**

Homeless Students

Trion City Schools - Board Policy Manual

Administrative Regulation Descriptor Code: JBC(1)-R Homeless Students

Homeless Students

Definition

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

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

Identification

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

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

School Selection

Each child and youth in transition has the right to remain at his or her school of origin or to attend any school in the attendance area in which they are currently residing. School of origin means the school that the student attended when permanently housed or the school in which the student was last enrolled. Children and youth in transition shall remain at the school of origin, to the extent feasible, unless it is against the parent's or youth's wishes. These students are eligible to remain in their school of origin for the duration of their homelessness and until the end of the academic year in which they obtain permanent housing. Instead of remaining in the school of origin, parents or guardians of homeless students may request enrollment in the school located in the attendance area where the student is actually living. If it is not feasible for the student to continue in their school of origin, the student shall be assigned or transferred to the school in the attendance area in which the child is actually living. In that case, if the parent or guardian does not agree, the school system will provide a written explanation as required by federal law (see Form). Feasibility of remaining at the school of origin shall be centered around the best placement for the student. Issues to be considered include but are not limited to:

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

Enrollment

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

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

Transportation

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

Disputes

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

Services
Children and youth in transition shall be provided comparable services to other students including:
- Transportation;
- Title I;
- Education services where they meet eligibility criteria;
- Vocation and technical education program;
- Gifted and talented program;
- School Nutrition; and,
- Before and after school care.

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

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

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

Collaboration

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

Trion City Schools

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

20-02-742

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

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

HB 402

Water Safety

GA Code 20-2-229.3

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

HB 147

School Safety

Safe School Act

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

School Nutrition Program

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

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

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

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

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

Trion School Cafeteria Charge Policy

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

In the event a student does not have money in their account, they will be allowed to charge a meal, but cannot charge a la carte items. If the student's account is in arrears of more than $10,00, the cafeteria manager may call the parent to discuss payment. Notice of any negative balance will also be communicated to parents by the cafeteria sending letters home weekly or bi-weekly with the students so that parents know a deposit needs to be made. The cafeteria will ask that the principals help support the cafeteria in collecting unpaid balances. Privileges may be taken away from students, according to what is age-appropriate, if the cafeteria has made efforts to collect a balance that has still been unpaid. If a student withdraws or graduates and leaves an unpaid balance, the school from which they left will be expected to help cover the balance.

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

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

Adults charging meals should not exceed more than $20.00. Letters concerning negative balances will also be sent out to adults. Adult accounts can be created by the cafeteria manager, if one does not already exist. However, an account is not necessary to make a purchase in the cafeteria.

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

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

Trion Middle School

Alma Mater

We love thee, school of Trion

Among thy dear hills,

We love thee, school of Trion

Our very hearts thrill.

To think of thy bounty

Poured out by God's hand,

On Trion, dear Trion,

Our own favored land.

Thy hilltops serene

Call us out from all strife.

Thy woods and wildflowers

Add rapture to life.

Thy streams ever changing

Flow true to the sea.

And may we, thy children,

Live true unto thee.