

## **Pocket Pagers and Cell Phones (Student Policy)**

- The Treutlen County Schools forbid the use of pocket pagers, cell phones, or any electronic communication devices. Students are not allowed to use cell phones or pagers at school during normal school hours (7:30 AM-3: 30 PM). These devices will be confiscated and kept for a period of 5 school days and may only be returned to the student's parent with the understanding that the phone/pager will not be brought back to school.

## **TMHS Absences (Student Policy)**

When a student has been absent, he must bring a written statement from home stating the cause of his absence. This note must be signed by the parent and shall be brought to the homeroom teacher on the day following the absence. It is the student's responsibility to take the excuse, which has been signed by the homeroom teacher, to each of their classroom for their signatures. This must be done within three (3) school days in order for the student to make up any missed work. Failure to return a note to any of the teachers by the third day will cause the absence to be treated as unexcused in the respective classes.

The homeroom teacher will determine if the excuse is lawful or unlawful using policies of the State Board of Education (listed below) in making decisions. If a student's absence is unlawful, he will not be allowed to make up work that he has missed, including tests, and MUST receive a zero for missed work when other students receive grades.

A discipline referral must be filled out on the student not bringing a note on the third day stating an unexcused absence and "0" is given. ABSENCES MAY BE EXCUSED FOR THE FOLLOWING REASONS (OTHER THAN SCHOOL RELATED FUNCTIONS):

1. Illness (including dental/doctor appointment)
2. Serious illness or death of member of immediate family. (Immediate family shall be interpreted to mean father, mother, brother, child, husband or wife, grandmother, grandfather, or a relative living in the residence of the student.)
3. Seasonal farm work where parents own and operate a farm.
4. Prior approval from principal.

In order for a student to receive a certificate of attendance, which is, required to get a driver's license, he/she must not miss more than 10 consecutive school days with unexcused absences. Replacement cost for lost certificate will be \$1.00.

If a student misses a pre-assigned test or a deadline on assignment due date, the test must be made up on the day of return – pre-assigned work will be due on the day of return. In case of illness of student, death of family member, or unusual circumstances, teachers shall use discretionary judgment in setting a time-line for student making up test.

Any work missed during absence must be made up within three (3) days. Work not made up within three (3) days will result in a zero. The principal may make exceptions to this when unusual circumstances occur. It is the student's responsibility to request to make up work.

In order to be counted present for a class, a student must be in attendance at least one-half of the class period; otherwise, he will be counted absent. A student must sign out within 5 minutes of leaving class.

If a student is absent from school, he shall not be allowed to participate in ANY extracurricular activity on that date. In order to be counted present, he must be in classes three (3) or more periods.

Students representing the school in school related activities will be counted present. Example: Literary events, testing, athletic events, band competition, club meetings, etc.

**\*HIGH SCHOOL ONLY** – seniors will be given two days for college, armed services, or career purposes. Students requesting these days should submit a written request three days in advance to the principal. The principal may excuse additional days determined to be of educational value.

## **TMHS Student Attendance**

**The Treutlen County Board of Education recognizes that appropriate student attendance is critical to the overall quality of each child’s educational experiences. The Board of Education has adopted a Student Attendance Protocol, which identifies the various steps that will be taken to ensure compliance with Georgia’s Compulsory Attendance Law. Listed below are the consequences and penalties regarding excessive unexcused absences, tardies, and/or early dismissals.**

### **General Provisions**

1. The following provisions apply to student attendance during the school year. All Absences, tardies, and early dismissals are cumulative.
2. Days students are absent because of out-of-school suspension shall not count as unexcused absences for the purpose of determining truancy (S.B.O.E 160-5-1-10).
3. Student attendance for special needs students will be reflected in the Individualized Education Plan as prescribed by the Federal IDEA.

### **Unexcused Absences**

1. Upon the accumulation of 5 unexcused absences, the parent, guardian, or other person who has control or charge of the student will be notified of such absences in writing. The parent and student will be asked to attend a conference and develop/sign an attendance agreement.
2. Upon the accumulation of 6 unexcused absences, school personnel will make a telephone contact. The student will also be assigned to after-school detention.
3. Upon the accumulation of 7 unexcused absences, the student will be assigned to In-school suspension and appropriate school personnel will make a home visit, depending on the circumstances in each particular case. In addition, the parent, guardian, or other person who has control or charge of the student (age 14 or older) will be notified by mail what the consequences of three (3) more unexcused absence will be regarding driver’s instruction permits and/or driver’s licenses for minors.
4. Upon the accumulation of 10 unexcused absences, school personnel will initiate a referral the Department of Family and Children Services, Department of Juvenile Justice, and/or the Juvenile Court of Treutlen County.

### **Tardies**

1. Upon the accumulation of 5 unexcused tardies, the parent guardian, or other person who has control or charge of the student will be notified in writing.
2. Upon the accumulation of 6 unexcused tardies, the parent and student will be asked to attend a conference to develop/sign an attendance agreement.
3. Upon the accumulation of 7 unexcused tardies, the student will be assigned to after-school detention.
4. Upon the accumulation of 8 unexcused tardies, the student will be assigned to in-school suspension.
5. Upon the accumulation of 9 unexcused tarties, school personnel will make a home visit.
6. Upon the accumulation of 10 or more unexcused tardies, school personnel will initiate a referral to the Department of Family and Children Services, Department of Juvenile Justice, and/or the Juvenile Court of Treutlen County.

### **Early Dismissals**

1. Upon the accumulation of 5 unexcused early dismissals, the parent guardian, or other person who has control or charge of the student will be notified in writing.
2. Upon the accumulation of 6 unexcused early dismissals, the parent and student will be asked to attend a conference to develop/sign an attendance agreement.
3. Upon the accumulation of 7 unexcused early dismissals, the student will be assigned to after-school detention.
4. Upon the accumulation of 8 unexcused early dismissals, the student will be assigned to in-school suspension.
5. Upon the accumulation of 9 unexcused early dismissals, school personnel will make a home visit.
6. Upon the accumulation of 10 or more unexcused early dismissals, school personnel will initiate a referral to the Department of Family and Children Services, Department of Juvenile Justice, and/or the Juvenile Court of Treutlen County.

## **TMHS NINE WEEKS EXAMS ATTENDANCE**

A student who has perfect attendance and an 85 average in a course may be exempt from that nine weeks exam. If a student with two or fewer absences (excused or unexcused) in a 9 weeks period AND has an average of 90 or above in a class exempt from 9 weeks tests. This is with the understanding that each 9 weeks period stands alone. Please note that school-sponsored functions, such as literary meets, FFA activities, field trips, and athletic events, are not counted as absences. According to the State Department of Education, each student is allowed ten of the "Red X" days. After the tenth (10<sup>th</sup>) school-related "Red X" day, the student will be counted absent for school-related activities. To be counted present in a class, a student must attend a minimum of one half of that class. Students will not be allowed to leave the classroom until the end of the testing period to go to other areas of the school except for restroom emergency.

Only students who are absent with approved excuses will be allowed to make up the nine-weeks exams.

Excuses will be approved for the following:

1. Personal illness of a student (doctor's certificate required).
2. Hospitalization or death of immediate family (note from parents required). Immediate family shall be interpreted to mean father, mother, brother, sister, child, husband or wife, grandmother, grandfather, or a relative living in the residence of the student.
3. Participants in school sponsored activity under supervision of school personnel. (Sponsor must receive approval three school days in advance or activity).
4. **Prior approval from the principal.**
5. Principal's discretion.

Students who are absent for other reasons will receive a zero for the test and will not be given the privilege of taking the test.

## **TMHS Report Cards**

Report cards will be issued at the end of each nine-weeks. Additional report cards will be printed at the cost of \$1.00 each.

## **TMHS Progress/Deficiency Reports**

Progress/Deficiency report will be sent home at midterm of each nine weeks and should be signed by the parent or guardian and should be returned to the subject teacher or homeroom teacher the day after the reports are issued.

# TMHS Guidance Department

Guidance services offered by Treutlen Middle/High School are designed to assist the students in making adequate choices, plans, and interpretations in a number of areas.

Among the functions carried on by this department are educational, vocational, and personal counseling, conducting a standardized testing program. Extensive use is made of referral services available to students in need of such services. A student wishing to discuss a concern with the counselor is encouraged to do so. Conferences with parents are welcome.

Contacting Treutlen Middle/High guidance counselor:

Nicole Shepard  
4145 Fowler Street  
Soperton, GA 30457  
(912) 529-4536

## TMHS 2008-2009 Student Dress Code

### Items NOT Permitted

- Oversized Clothing
- Saggy Pants
- Revealing Shirts
- Dyed hair other than natural color (blue, green, orange, purple, etc. are not permitted)
- Flip-flops, slippers, or house shoes
- See-through tops
- T-shirts/Sweatshirts without Treutlen School logo
- Helms of pants touching the floor
- Sunglasses, hats, bandanas, scarves, skullcaps, etc.
- in the building
- Ripped or torn items
- Tongue rings, nose rings, eyebrow rings
- Boys may not wear earrings, eyeliner, or nail polish.
- Chains, truckers' wallets, etc.
- Hooded jackets
- Sleepwear, loungewear, and/or exercise clothing
- Sleeveless tops
- Boy's hair may not extend beyond shoulders
- Hair styles that disrupt the learning environment

### Items REQUIRED

- Collared shirts must be solid and plain in color; shirts with Treutlen School logos, school team, school club, or school event are subject to the administrative approval.
- Pants must be khaki or navy in color; plain blue jeans are acceptable.
- Belts are required – extended or loose end of belt must be tucked into the pant loop.

\*Note: The administration reserves the right to modify the dress code if a situation arises that may threaten the efficiency of the academic day or the safety of students.

Items	Girls	Boys	Colors
Tops	Collared shirts or blouses with sleeves.  Shirts or tops must cover waistband of pants, shorts, or skirts, with no midriff visible while standing or sitting with arms extended above the head or while bending over.  T-shirts/Sweatshirts with Treutlen school or school-club logo.	Collared shirts with sleeves, tucked into waistband.  T-Shirts/Sweatshirts with Treutlen school or school-club logo.	Solid colors only (including Treutlen team, club or school-event shirts)  No stripes, prints, plaids, etc.  No advertisements, slang or vulgar language.
Bottoms	Dresses, skirts or shorts must be knee-length or longer.  Pants must fit at the waist and not drag on the floor.	Shorts must touch the tops of the knees.  Pants must fit at the waist and not drag on the floor.	Pants must be khaki or navy in color.  Plain blue jeans are acceptable.  No holes, no tears, no designs, no writing on any bottom garments.
Shoes	All shoes or sandals must be in good repair. Shoes with shoestrings and/or straps or buckles must be pulled tight and secured at all times.	All shoes or sandals must be in repair. Shoes with shoestrings and/or straps or buckles must be pulled tight and secured at all times.	Brown, black, gray, tan or white.  Athletic shoes may have manufacturer accents of any color.
Belts	Leather or canvas in belt loops with no loose ends.	Leather or canvas in belt loops with no loose ends.	Dark or school color
Jackets	No hooded jackets.	No hooded jackets.	Any color

#### **Procedures and Consequences for Violation of the Dress Code:**

- Offenders will be given a verbal warning by school personnel if the student simply needs to make an adjustment in the manner in which the clothing is worn; for example, “buckle your belt,” or “tuck in your shirt.”
- If the same school personnel see a subsequent violation by the same student, a written referral should be made to the school administrator.
- In instances where modesty or words or pictures of a disruptive nature is the problem, the student will be held in ISS until appropriate clothing can be brought.
- In all incidents, the student will receive the appropriate punishment and be returned to class with a form that shows he/she has been dealt with. This slip must be shown to other school personnel in the event that the student is stopped again.
- Students will not be allowed to go home to change clothes.
- Administration will search student’s discipline file for prior referrals and make a decision for punishment based on a progressive discipline plan concerning dress code.
- **1<sup>st</sup> offense** – 1 day after-school detention
- **2<sup>nd</sup> offense** – 3 days after-school detention or corporal punishment
- **3<sup>rd</sup> Offense** – 1 day of In-school suspension (ISS)
- **4<sup>th</sup> Offense** – 3 days ISS
- **5<sup>th</sup> Offense** – 5 days ISS
- **Subsequent offenses** – Out of school suspension and parent conference

**The school does not wish to have to interrupt the student’s time in class by having to bring their child a change of clothes to school. For this reason, it is suggested that rather than wear any clothing**

**which is questionable and which might not be allowed, it would be better for students to wear clothing that is definitely within the framework or the dress code. The school earnestly asks for parent cooperation in this matter.**

## **Safe Schools and Healthy Students**

The Treutlen County Board of Education and Tri-County area were awarded Safe Schools and Healthy Students Initiative for the U.S. Department of Education, Department of Juvenile Justice and the Department of Health and Human Services. An administrator, a parent, a student, a teacher, or a school counselor may make a referral for mental health counseling, if he/she feels the student would benefit from the service. The following topics may include: drug, alcohol, and/or tobacco counseling, grief counseling, abuse (sexual, physical, and/or mental) counseling, and family counseling. In addition to counseling services, and other integral components of the award include: Prevention Model Implementations, Family Resource Providers, and a Bilingual Interpreter. If a parent chooses not to allow his/her child to receive any of the above services, he/she must contact the school.

## **TMHS Extracurricular Activities**

The Treutlen County Board of Education feels that students who represent the school system in after school activities should be model students.

Any Treutlen County student who has been arrested, charged, convicted in a court with felony or an offense which would be considered to be a felony if the student were an adult, a violation of drug laws, or sexual misconduct of a serious nature will lose all privileges of participation in competitive and non-competitive extracurricular or athletic activities sponsored by the school.

The length of suspension from participation in these activities will be until all charges are dropped or one calendar year from the date of the arrest, whichever occurs first. If the arrest results in either a plea or conviction, the student will lose all privileges of participation in extracurricular or athletic activities for a minimum of at least one calendar year following the plea or conviction. After one year, the student may apply to the building principal for the suspension to be lifted. If the student is not satisfied with the decision of the building principal, the student may appeal the matter to the Treutlen County Board of Education.

This policy is in addition to any other discipline or other action, which the Board of Education may issue to the students.

### **Clubs**

School sponsored clubs (excluding competitive interscholastic activities or events) are those under the sponsorship, direction and control of the school that organize and meet for common goals, objectives and purposes. State Law requires that parents have the right to withhold permission for their students to participate in any school sponsored club or organization designated by them. The following school sponsored clubs will be in operation during this school year. You, as the parent/guardian, have the right to withhold in writing your permission for your student's participation in any club or organization.

#### **Beta Club**

Promotes academic achievement. Students are invited to participate based upon their current academic standing in school. Club participates in community service projects as well as attending state and local meetings. Various field trips are taken throughout the year.

Sponsor: Janice Walden

FBLA (Future Business Leaders of America)

Promotes activity for those students interested in pursuing a career in business field. Club attends district and state competitions. Guest speakers are invited to provide information to students. Students participate

in field trips. To learn more visit [www.fbla-pbl.org](http://www.fbla-pbl.org) for more information.

Sponsor: Karen Hester

**FCCLA ( Family, Community, and Career Leaders of America)**

Promotes opportunities for students to develop leadership skills so that students may become more productive citizens, as they become adults. The club performs community service projects. Students attend local and state meeting and participate in field trips. To learn more information visit [www.fccla.com](http://www.fccla.com) for more information.

Sponsor: Angela Brazeal

**FFA**

Promotes careers for those students interested in the field of agriculture. Students are involved I competitions throughout the year. Students attend state and local meetings. To learn more information visit [www.ffa.com](http://www.ffa.com) for more information.

Sponsor: Barry Norris

**4-H**

Students participate I various activities and projects throughout the year.

Sponsor: To be determined

**Jr. Beta Club**

Promotes academic achievement. Students are invited to participate based upon their current academic standing in school. Club participates in community service projects as well as attending state and local meetings. Various field trips are taken throughout the year.

Sponsor: Lisa Byrd

**Science Club**

Promotes activities for those students that have an interest in the area of science.

Sponsor: Lisa Avery

**Spanish Club**

Promotes activities for those students that have in interest in foreign language.

Sponsor: John Cooper

**SWAT (Student Wellness Action Team)**

Promotes activities that lead to the health well being of the students and the school as a whole. Students meet monthly to plan activities that will benefit the entire student body.

Sponsor: To be determined

Technology Student Association

Promote activities for students that have in interest in the field of Technology.

Sponsor: To be determined

**Vikings Club**

An after-school and summer program that provides opportunities for students to be involved in enrichment as well as academic activities.

Sponsor: To be determined

**Youth Alive Club**

Promotes Christian values among the members. The clubs goal is to present the gospel to every student before he/she graduates from high school.

Sponsor: To be determined

**Y-Club**

Promotes leadership and moral values among its members.

Sponsor: To be determined