

Welcome

Welcome to the 2014 - 2015 school year at Taylor County High School. I hope you had an enjoyable summer. The faculty, staff, and administration extend to each of you best wishes for an educational and rewarding school year.

Our chief goal is the education of the youth of Taylor County. This should also be your goal. We will provide you with a quality education along with a variety of extracurricular activities that will be beneficial to young men and women.

Plan now to make this year the very best ever by making a personal commitment to excel in all of your academic classes.

Remember that participation in athletics, clubs, or other extracurricular activities depends upon successful academic performance in the classroom. Students who fail more than one class in a semester are ineligible for the next semester.

The student handbook has been assembled to inform you of the school system's policies and procedures, which you are expected to follow at all times. Please take the handbook home and share it with your parents so that they also may read and understand its contents. If you have any questions, please call the high school office.

Whenever you need help or information, please ask any member of the faculty or staff for assistance.

Let's have a great year. Please feel free to stop by and visit with me at any time.

Welcome again to a new school year at Taylor County High School. We look forward to working with you this year. Good luck to you all; have a safe, enjoyable, productive, and educational year.

Sincerely,

Clarence C. Mathis,
Principal

TCHS Mission Statement

Our mission at Taylor County High School is to provide experiences that nurture individual talents, build respect for others, and create life-long learners who will thrive in an ever-changing world.

TCHS Motto

Taylor for Success

TCHS Beliefs

- ◇ We believe that every child can be and should be educated to his or her full potential.
- ◇ We believe that every child should be treated with dignity and respect.
- ◇ We believe that we are responsible for providing every opportunity needed to accomplish each child's education.

TCHS Goals 2014-2015

- ◇ Increase the number of students passing the End of Course Tests (EOCT) by 3% each year until the pass rate reaches 100%.
- ◇ Increase Graduation Rate.

Table of Contents

	PAGE
Welcome	1
TCHS Mission Statement / Beliefs / Goals	2
Table of Contents	3
Student Code of Conduct	4
School Calendar	5
TCHS Faculty & Staff	6
General Information	7
Student Behavior	8
General Student Policies	9
Attendance	11
Tardy Policies	13
Cell Phone Possession/Use Policy	13
Dress Code	14
Detention Hall Procedures	16
Student Safety and Well Being	17
Campus Parking Policy	18
Student to Faculty Relationships	19
Zero Tolerance Fighting Policy	20
Bus Policy	21
Students Not Riding Buses	22
Tobacco Use Policy	23
Alcohol and Drug Use Policy	23
Suspension Policy	24
ISS Rules & Athletic Events Policy	25
Corporal Punishment	26
Bullying Policy	26
Lunchroom Policy & Out of County Tuition Policy	27
Locker Use Policy	28
Administration of Medication Policy	28
Privacy Act Policy	29
Student Eligibility	30
Grading and Reporting System	31
Counseling Services	32
Honor Graduate Requirements	33
CTAE / College Prep Requirements	36-37
Promotion Requirements	38
Dual Enrollment / Virtual School / Testing Out	39
EOCT Retest / Complaint and Grievance Procedure	40
Off Campus Crime Policy	41

TCHS Student Code of Conduct

In accordance with Georgia Law, the Taylor County Board of Education adopts the following Student Code of Conduct:

Students shall:

1. Respect constituted authority, including teachers, administrators, bus drivers, and other school employees. This shall include compliance with school rules and regulations and applicable provisions of law;
2. Attend school daily, except when excused, and be on time to all classes and other school-day functions;
3. Pursue and attempt to complete the course of study prescribed by the state and local school authorities;
4. Protect and take care of the school's property and the property of others;
5. Dress and groom to meet fair standards of health and common standards of decency;
6. Avoid the use of indecent or obscene language, both written and oral; and
7. Avoid conduct that will demean or slander others.

Changes in Policy

Students and Parents will be notified of any changes in policy not covered by this handbook by a memorandum from the principal.

SY 2014- 2015 SCHOOL CALENDAR

Preplanning (Teachers & Staff)	Jul	30 - 31
First Day of School	Aug	1
Progress Reports	Aug	21
Labor Day Holiday	Sep	1
End of 1st 9 weeks	Oct	3
Report Cards	Oct	10
Fall Break- Intercession	Oct	13 - 17
Progress Reports	Nov	11
Thanksgiving Holidays	Nov	24 - 28
1st Semester Final Exams	Dec	16 - 19
End of 1st Semester	Dec	19
Christmas Holidays	Dec	22 - Jan 4
Professional Learning Day	Jan	5
First Day Back for Students	Jan	6
Report Cards	Jan	9
Martin Luther King Holiday	Jan	19
Progress Reports	Feb	6
Professional Learning Day	Feb	13
Presidents' Day Holiday	Feb	16
End of 3rd 9 Weeks	Mar	12
Report Cards	Mar	19
Good Friday Holiday	Apr	3
Spring Break	Apr	6 - 10
Progress Reports	Apr	21
Baccalaureate	May	17 7:00 P.M.
2nd Semester Final Exams	May	18 - 21
TCHS Honors Day	May	21
Last Day of School	May	22
TCHS Graduation	May	23 10:00 A.M.
Memorial Day Holiday	May	25
Post Planning (Teachers only)	May	26 - 28

TCHS Faculty - Staff

Language Arts Department

Mrs. Natalie Callier, Chair	Mrs. Mahaley H. Parks
Mr. Andrew Britt (Spanish)	Mr. Will Cannon

Mathematics Department

Mrs. Dana Albertson, Chair	Mrs. Teisha Brown
Mr. Michael Bobbitt	

Science Department

Mrs. Beverly Huffmaster, Chair	Dr. Brian McCarthy
Mr. Stanley Kimble	Mrs. Cathy Mathis

Social Studies Department

Mrs. Ann Williams, Chair	Mrs. Diane Madore
Coach Chris Cox	

Physical Education Department

Coach Matt Troutman - AD	Coach Chris Kirksey
Coach Kevin Robinson	Coach Anzy Hardman

Special Instruction

Mrs. Amy Hardman	Mrs. Kimberly Jarrell
Mrs. Cheryl Gray	Mrs. Ozella Shorter (Parapro)

CTAE Department

CTAE Director	Mrs. Michele Kimble
Receptionist	Mrs. Mottie McFarland
Drafting	Mrs. Margaret Reeves
Construction	Mr. Barney Barfield
Business	Mrs. Lisa Carr
Business	Mrs. Judy Walker
JROTC (SAI)	CSM Irving Bush
JROTC (AI)	SFC Curtis Smith

Principal
 High School Counselor
 Office Manager/Bookkeeper
 Receptionist
 School Nurse
 Media Specialist
 Media Parapro
 School Resource Officer
 TCHS Band Director

Mr. Clarence Mathis
 Mrs. Judy Smith
 Mrs. Jane Hinton
 Mrs. Marsha Starling
 Mrs. Kathy Cockerham
 Mrs. Lisa Carr
 Mrs. Ida Greene
 Chief Jimmy Towns
 Mr. Eric Vogel

General Information

It is the policy of the Taylor County School District that racial, sexual, or other forms of harassment or discrimination are forbidden. Any student or employee who believes he/she has been subjected to harassment or discrimination by other students or employees of the school based upon race, color, religion, national origin, age, disability or sex should promptly report the same to the principal of their school or appropriate coordinator, who will implement the Board's discriminatory complaints or harassment procedures.

Students and employees shall not be subjected to retaliation for reporting such harassment or discrimination.

The Title VI Coordinator :	Tom Callier
Title IX Coordinator:	Matt Troutman
P.L. 504 Coordinator:	Connie Tripp
Americans with Disabilities Act Coordinator:	Connie Tripp

The above listed coordinators can be reached at the address of the Taylor County BOE. 23 Mulberry Street, Butler, GA 31006. (478) 862-5224.

We are committed to continually seeking to improve instruction for our students. We hope that as a parent, you will become involved in our school improvement initiatives as we continue to monitor student achievement and set high expectations. We encourage you to get to know your child's teacher and the class routines and expectations. We are proud of the professional credentials of our teaching staff and will furnish to you, upon request, the professional qualifications of any of your child's classroom teachers. This includes information concerning the grade levels and subject areas in which the teacher is certified, the major fields and degrees held by the teacher, and the qualifications of any paraprofessional who provides services to your child.

Parents may sign waivers for social security numbers if they do not wish to have one on file for their children.

Students suspended from other systems will not be considered for enrollment into the Taylor County School System until the suspension is lifted in the system of origin.

Student Behavior Policy Statement of the Taylor County Board of Education

Individual responsibility and self-discipline are the keynote of student conduct. Each student is expected to assume responsibility for his/her behavior. Students are responsible for their own conduct and actions in all school activities with or without teacher supervision. The rules, regulations and policies of the school and Board of Education shall apply to students while on the school grounds, participating in or attending school athletic events, participating in or attending school extracurricular activities, or while on any transportation vehicle owned or used by the Board of Education.

1. Each student shall respect constituted authority. This shall include conformity to school rules and regulations and those provisions of law which apply to conduct.
2. Citizenship in a democracy requires respect for the rights and privileges of others. Student conduct shall reflect consideration for the rights and privileges of others and full cooperation with members of the school community.
3. High personal standards of courtesy, decency, morality, clean language, honesty, and wholesome relationships with others shall be maintained. Respect for public and personal property, pride in one's work, and achievement within one's ability shall be expected of all students.
4. Every student who gives evidence of a sincere desire to remain in school, to be diligent in studies, and to profit from the educational experiences provided, will be given every opportunity to do so and will be assisted in every way possible to achieve scholastic success to the limit of the individual's ability.
5. Students will not be allowed to participate in any extra-curricular activity while under any type of suspension.

General Student Policies

Students must not:

1. make or receive phone calls except in case of emergency.
2. take cups, glasses or food out of the cafeteria.
3. All student meals will be consumed inside the cafeteria.
4. be excessively noisy.
5. be in off limits areas during the school day without permission. This includes all parking areas, automobiles, athletic fields (except for class) and middle school areas. Punishment is ISS. Especially Baseball Dugouts!!
6. be on campus-- from 4:00 P.M. until 7:30 A.M. Monday through Friday and from 4:00 P.M. Friday until 7:30 A.M. Monday -- unless that person has permission from a school official and/or unless there is some kind of activity supervised by teachers, principals, or parents.

Note: The city policemen regularly check the school grounds several times each night. Anyone found on school grounds during the night without permission will be brought before the principal and/or City Court.

7. bring visitors or preschool children to school.
8. skip class or leave campus during the school day, except for medical or legal reasons. Punishment is ISS.

Note: The Principal must approve all students leaving campus during the school day.

Policy for Use of Electronic Devices

Students must not bring to school the following: beepers, radios, MP3 Players, earphones, IPODS, Personal Computers, cards, CD players, electronic games, etc. These may be brought if they are needed for a class but must be taken directly to the teacher in whose class they will be used. The punishment for any student violating this policy is as follows:

1st Offense:	After School Detention
2nd Offense:	ISS 3 Days
3rd Offense:	ISS 5 Days
4th Offense:	Out of School Suspension
5th Offense:	Out of School Suspension

Other

1. Any parent or visitor wishing to talk with or see a student, teacher, or other member of the school staff must first go by the principal's office.
2. Students must not cheat. Cheating will result in the student receiving a zero for the assignment. Parents will be notified and the student will be removed from all clubs and extra-curricular activities for the remainder of the school year.
3. Students may not bring book bags, backpacks, or anything modified to be used as one onto the campus. Athletic bags containing shoes, clothes, etc., must be taken directly to the gym and locked in the locker room until time for practice after school.
4. Students interfering with school personnel performing their duty will be placed in ISS for a minimum of 3 days.

Student Attendance Policies

The State Compulsory School Attendance Law requires any child -- from seven through sixteen years of age, who is mentally and physically able -- to attend school on a regular basis so long as that child abides by the rules and regulations of the Board of Education and the school.

1. Any student absent more than fifteen days during the school year must be reviewed by the visiting teacher and the principal to determine if the student is to receive scholastic credit for that year.
2. Extenuating circumstances will be taken into consideration on an individual basis and a decision made by the principal.
3. Students who are out of school but are to be counted as present must have approval from the office. This may include class field trips and any other approved school-related activity.
4. Any student dissatisfied with the decision has the right to appeal in writing and in person before the county school superintendent and the board of education.
5. Students absent from school must bring a written statement signed by one parent or guardian giving a reason for the absence.
6. Excuses for school absences are due on the first day the student returns to school.
7. If the note is not submitted within three days after the absence, the absence will automatically become unexcused, and all rules concerning unexcused absences will apply.
8. Excuses will not be accepted after the third day.
9. If the absence is excused, the student will be allowed to make up work missed within three days.

10. Students are held responsible for all work missed as a result of absences. This is to include work missed while on a trip or extra-curricular activities.
11. It is the student's responsibility to see teachers about making up work within three school days. Students will receive zeros for any work not made up within the allocated time.
12. Any pre-assigned tests or projects made prior to the absence are to be taken or turned in on the first day a student returns to school.
13. For unexcused absences, students will be given zeros for daily work missed, if a grade was taken.

Acceptable Excuses:

1. serious illness or death in immediate family.
2. personal illness.
3. dental or doctor appointments. (Appointment cards must be shown).
4. special or recognized religious holidays
5. seasonal employment recognized by the state.
6. Court Order

Handling Excuses for Absence:

1. Excuse notes from parents are turned into TCHS office
2. Notes should include the following:
 1. student's name
 2. date(s) of absences
 3. reason for absence
 4. signature of parent or legal guardian.
3. Students will be given a form to show to all teachers by the homeroom teacher.

Note: Students who are not subject to Compulsory Attendance Laws (16 and older), who show no respect for the school program or school authorities and/or who do not demonstrate academic progress, will be dropped from the school roll.

Rules for Tardy to School and

Rules for Tardy to Class:

1. Students are expected to be at school each morning prior to the tardy bell. Tardiness to school during a semester will be punished as outlined below:
2. Students are expected to be in class prior to the tardy bell. Tardiness to class during a semester will be punished as outlined below:

- | | |
|---------------------|---------------------------|
| • 1st & 2nd tardies | Warning |
| • 3rd & 4th tardies | After-school detention |
| • 5th tardy | ISS 3 days |
| • 6th tardy | ISS 5 days |
| • 7th tardy | Out of School Suspension |
| • 8 or more | OSS or Discipline Hearing |

Cell Phone Use/Possession Policy

The use or possession of a cell phone on campus during the school day is prohibited. The punishment for any student violating this policy is as follows:

- | | |
|--------------|---|
| 1st Offense: | After School Detention |
| 2nd Offense: | ISS 3 Days |
| 3rd Offense: | ISS 5 Days |
| 4th Offense: | Out of School Suspension |
| 5th Offense: | Out of School Suspension and Discipline Hearing |

Dress Code

Good personal appearance, appropriate dress, proper behavior, and a healthy personal hygiene are vital to each member of the school community. Developing good tastes in dress, good grooming habits, and good behavior are a part of the overall educational program.

Students must learn that varying circumstances should reflect the type of dress which is acceptable on different occasions. What one might wear every day at the beach is not appropriate for a classroom environment just as a football player would be inappropriately dressed wearing a full football uniform to class. Students dressed inappropriately can have a negative influence on the educational process and the educational climate of the school.

Each student must dress in a manner which is appropriate for school and its related activities. Accordingly the dress code described below has been approved by the Taylor County Board of Education for implementation. The Taylor County School System believes that this dress code promotes comfort and safety while enhancing the overall learning environment for the students.

Dress Code for all students:

1. Headgear of any kind (hats, headbands, sweatbands, bandanas, scarves, sunglasses, etc.) is not allowed.
2. Shoes must be worn at all times. Bedroom shoes and stilettos are not allowed.
3. See-through clothing is not allowed (regardless of what is worn underneath).
4. Combs/Picks will not be worn in the hair.
5. All belts will be buckled.
6. Skirts/dresses/splits in either must come to the knee.
7. Sleeveless shirts/blouses are not permitted.
8. Jeans with cuts or holes are not allowed.
9. Shoulder straps on clothing must be on the shoulders.
10. Sagging or Baggy pants are not permitted. All pants will be worn at the natural waistline, with or without a belt. (above the top of the buttocks)

11. Shirts/Blouses/Sweaters which expose the bare midriff are not permitted.
12. Students are allowed to wear knee-length shorts.
13. Leggings and skin tight stretch pants/tops are not allowed.
14. Clothing advertising alcohol, drugs, or tobacco is not allowed.
15. Clothing with gang, obscene, or provocative language is not allowed.
16. Any type of unusual or questionable wear will be judged on an individual basis by the principal.
17. Clothing which shows cleavage is not allowed.
18. Visual body piercing, other than the ears is not allowed.
19. Wrapping in blankets is prohibited.
20. The wearing of pajamas to school is prohibited.

Taylor County Board of Education Order Establishing Discipline Policy

1. This policy establishes a system-wide procedure for dealing with certain types of student discipline matters.
2. The policy provides for a tribunal referred to as the "Discipline Committee" which hears cases brought before them by school administrators.
3. The policy is on file in the Taylor County High School office and is available upon request.

Early Checkout / Signout from School

1. Students are expected to be present at school for the entire school day if at all possible.
2. After five (5) unexcused early checkouts or tardies to school, a student will not be eligible for perfect attendance.

Detention Hall Procedures

1. Detention Hall will be held each Wednesday from 3:15 to 4:15.
2. Detention will be served on the day assigned unless previously changed by the principal.
3. Unless excused by the principal, students not reporting to detention will be assigned to ISS for 3 days.
4. Students absent from school on the day assigned to detention will serve detention on the next Wednesday.

Any student violating the dress code must call his/her parents immediately to the school. The student will be placed in ISS until the violation is corrected.

1st Offense:	After School Detention
2nd Offense:	ISS 3 Days
3rd Offense:	ISS 5 Days
4th Offense:	Out of School Suspension
5th Offense:	Out of School Suspension and Discipline Hearing

**Shorts/skirts Must Be no Shorter
Than the Top of the Knee !!!**

Student Safety & Well-Being Policies

1. Students are not permitted to have any weapon such as the following:
 - a. firearms of any type, whether loaded or not, or will fire or not
 - b. knives (of any size or type)
 - c. razors
 - d. sharp instruments
 - e. mace or pepper spray (of any type)
 - f. any object modified to be used as a weapon

Students possessing a weapon may be suspended until the Discipline Committee meets to determine the student's future status. This applies to any school function. The definition of weapon will be determined by the school administrators.

NOTE: SB 563 provides that "It shall be unlawful for any person to carry to or to possess or have under such person's control while at a school building, school function, or school property or on a bus or other transportation furnished by the school any weapon or explosive compound... upon conviction hereof, be punished by a fine of not more than \$5000.00, by imprisonment for not less than one nor more that five years, or by both."

2. Protesting in a disorderly manner or enticing others to do so may result in suspension. This includes any activity that interrupts the school day. Walkouts, school boycotts, and student demonstrations are included.
3. Any student having fireworks at school will be placed in ISS and reported to the local authorities.
4. Any student firing fireworks at school or at a school event will be suspended out of school and reported to the local authorities.
5. Setting off false fire alarms will result in ISS.

6. Profanity, vulgarity, or improper name calling may result in ISS.
7. School property is public property. Any student guilty of purposely or carelessly damaging or vandalizing school property may be suspended until full payment is made. Items included are the following:
 - a. buildings
 - b. furniture
 - c. instructional materials
 - d. library books
 - e. textbooks
 - f. instructional equipment
 - g. athletic equipment
8. Reckless driving on campus is prohibited. If a student is caught driving recklessly on campus, he will be given a written warning for the first offense. On the second offense, he/she will forfeit driving privileges for the semester.
9. Once a student signs out of school, he/she must leave campus immediately. Students are not to leave with anyone other than those designated by parents.

TCHS Campus Student Parking Policy

TCHS students are allowed to park on campus if they meet the following criteria.

1. The student must possess a valid driver's license.
2. The student must provide evidence of valid insurance.
3. The student must purchase annually and display correctly a TCHS Parking Permit.
4. The student is allowed to park in the assigned parking place only.

Student-to-Faculty Relationships

1. Any student guilty of being disrespectful to a faculty member or faculty substitute shall be suspended. On the second offense, the student will go before the Discipline Committee.
2. Students must address principals and teachers in the proper manner. Male principals and male teachers will be addressed as "Mr. ____"; female principals and female teachers will be addressed as "Miss____"or "Mrs.____,"
3. Students will respond to principals, teachers, teacher aides, and other adult staff appropriately when addressed, i.e. "yes sir," "no sir," "yes ma'am," and "no ma'am."
4. Any student attempting to fight a teacher or principal at any time (on or off school campus) will be immediately suspended and recommended to the Superintendent and Discipline Committee for expulsion.

Student-to-Student Relationships

1. Students shall be considerate of the rights and privileges of others.
2. Bodily contact, of any kind, is not allowed.
3. Students will not steal another student's personal property.
4. Students must show respect for other people's property. Any student found guilty of willful or careless damage to property of another student may be punished and must make payment for the damaged property.
5. High personal standards of courtesy, decency, morality, clean language, honesty, and wholesome relationships with others should be maintained.

Taylor County Board of Education Zero Tolerance Fighting Policy

Grades Nine through Twelve

1. When a fight or violent assault occurs on campus, the principal will call the city police who will take the students involved into custody.
2. The Butler Police Department will notify the parents that the student is in custody of the city police.

First offense: minimum of 5 days out of school
Second offense: 10 days out of school
Third offense: OSS - "Discipline Committee." hearing.
NOTE: Offenses are cumulative for all years of high school.
3. Students will be charged by Butler Police Department for serious violations - fights, weapon charges, drug possession, threats, thefts, bullying, etc.
4. Students 16 and under will be charged in Juvenile Court System.
5. Students 17 and over will be charged in either City Court or Superior Court. Fines and/or community service may be the result.
6. Students in possession of gang paraphernalia on their person or on their notebooks or lockers are subject to expulsion and prosecution by local law enforcement.

TCHS Gifted Education Program

The Policy pertaining to the Taylor County High School Gifted Education Program can be found in the high school office and is available upon request.

Policies Pertaining to Buses

Students who board the bus in the morning are considered on campus. Any other student is considered on campus whenever he/she comes onto school property.

The bus driver:

1. has the authority to suspend students from the bus and assign seats on the bus.
2. must report pupils who break the rules to school officials.
3. will pick up and put off students only at regular stops.
4. will maintain a definite time schedule. A bus will not wait for late students. The driver will blow the horn at a suitable distance from the bus stop.
5. should not arrive at the school before 7:30 A.M.

The student will:

1. remain at the bus stop and stay off the road while waiting for the bus.
2. be sure the road is clear before crossing to or from the bus.
3. not attempt to board or alight from a school bus unless it has come to a complete stop.
4. not extend their hands, arms, heads, or any other parts of their bodies through the bus windows.
5. remain seated until the bus comes to a complete stop.
6. ride the assigned bus only unless given written permission by the principal or the transportation director.
7. talk in a normal tone of voice. Loud, profane, or abusive language; yelling and screaming will not be tolerated.
8. not talk to the bus driver when the bus is moving.
9. not throw any object while on the bus. This may forfeit a student's privilege of riding the bus.

10. not open or close bus windows or operate any part of the bus without permission of the driver.
11. not eat, drink, or smoke on the bus.
12. be courteous to the bus driver, fellow students, and all passersby at all times.
13. not bring dangerous objects onto the bus.
14. cooperate in keeping their bus clean and must not damage the bus in any way.

Other

1. Students are not to get off the bus on the way to or from school without permission from the bus driver. Drivers will give permission only in case of personal emergency or on written request of the principal, transportation director, or parent.
2. To help assure the safety of the students while loading and unloading, students will look to the bus driver for a simple head nod before loading. After students unload, the bus driver will look for a similar sign from the student(s) before attempting to leave with the bus.
3. If a student has not caught the bus for three consecutive days, the bus driver will no longer stop at that bus stop until information as to the status of the student can be determined.

Students not Riding Buses

1. Students not riding a school bus should not arrive at school in the morning any earlier than 7:30 A.M. unless it will cause an extreme inconvenience to parents and students. In such case, they must report to the lunchroom until buses begin unloading.
2. Students should be dropped off in the parking lot behind the band room or at the auditorium before school and picked up there after school.
3. Do not drop students off in the vocational parking area or in front of the main building because of the congestion in these areas. City Police will give citations for violation of this rule.

Tobacco Use Policy

1. Use of tobacco of any kind by students on campus at any time is not allowed.
2. Students must not have in their possession at any time on school campus any tobacco products, including lighters or matches. Students caught with any of these shall be suspended on the first offense.

Alcohol and Drug Policy

Illegal Drugs as defined for this policy:

1. Narcotics
 2. Stimulants
 3. Depressants
 4. Hallucinogens
 5. Alcoholic Beverages
 6. Any other drugs as defined in this category by the Drug Enforcement Administration.
1. Possession or use of any of the above drugs on school property or at organized school events will result in an immediate hearing before the Discipline Committee.
 2. The penalty for possession or use of any of the above drugs will be out of school suspension for a minimum of five days or a maximum of expulsion. This includes students coming onto the campus under the influence of these drugs. The offender will be referred to juvenile or civil authorities.
 3. Second offenders will be suspended from the Taylor County School System for a minimum of one year or a maximum of expulsion.

Exceptions:

Only if a licensed physician has prescribed one of the above will it be exempt. The Board will require proof from the physician that the individual has this drug for medical reasons.

Suspension Policy and Rules

1. Taylor County has an In-School Suspension known as the ISS program. Any student suspended will attend classes at the ISS program for the number of days assigned and will be given credit for work successfully completed.
2. Out-of-school suspensions are unexcused and the work missed during suspension cannot be made up. Days missed during out-of-school suspension count against the 15 days allowable.

In School Suspension

- a. The number of days suspended will be assigned by the principal.
- b. The third suspension will be for a minimum of five days and a possible hearing before the Discipline Committee.
- c. Additional infractions of school rules which result in suspension warrant out-of-school suspension or discipline committee hearing.

NOTE:

Students are not allowed to participate in or attend any extra-curricular activities while under any type of suspension.

(This includes out-of-school, ISS, or alternative school placement)

In-School Suspension Rules

1. The student will report to the ISS room as soon as he arrives at school. Failure to report on time will result in an additional day in ISS.
2. The student will serve consecutive days, except in case of illness, which will be verified by telephone with parents. If the absence is for any other reason, the days will start over.
3. Misbehavior while assigned to ISS will result in additional days in ISS or out-of-school suspension for a period determined by the school principal.
4. Students assigned Out-of-School Suspension for misconduct while in ISS must complete the original ISS assignment upon return from OSS.

Student Athletic Events Policies

1. All students attending athletic events are under the supervision of the principal and faculty.
2. Proper behavior of all students will be expected at athletic events.
3. All students participating in extra-curricular activities are under the supervision of the principal and faculty.
4. Any student under suspension of any kind may not attend or participate in any athletic event.

Corporal Punishment Policy

1. Reasonable discipline may include the administration of corporal punishment to a student.
2. The Policy pertaining to the use of corporal punishment at Taylor County High School can be found in the high school office and is available upon request.

TCHS Bullying Policy

The following policy is effective March 31, 2011.

It shall be the policy of the Board that bullying of a student by another student is prohibited. In accordance with Georgia law, bullying is defined as:

- (1) Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so; or
- (2) Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm.

Discipline for any act of bullying shall be within the discretion of the principal which may range from a reprimand to out-of-school suspension. However, upon a finding that a student has committed the offense of bullying for the third time in a school year, at a minimum, the student shall be assigned to an alternative education program.

The Bullying Policy is on file in the Taylor County High School office and is available upon request.

Lunchroom Policies

1. Students may not leave the school campus for lunch unless they have a medical excuse on file in the office or a parent or guardian comes to the office to sign them out.
2. Students must remain in the lunchroom until finished eating.
3. Breaking in line, loud talk, or noise will not be tolerated.
4. No food may be taken out of the lunchroom.
5. All meals will be consumed in the cafeteria.
6. No student can have a lunch brought to school unless the lunch is brought by the student's parent or guardian.

Note: Students who violate lunchroom policies may be assigned clean-up duty in the cafeteria.

Tuition Charges for Out-of-County Students

1. Out-of-county students whose parents wish to pay tuition for their child to attend Taylor County Schools (under the conditions of Board Policy JBCB) may attend Taylor County Schools provided there is sufficient space available in the program or class the student would attend. However, out-of-county students who, after a review of records, have significant discipline records or issues or whose cost of appropriate educational services would cause undue financial burden on Taylor County Schools will not be accepted.
 2. The amount of the tuition is \$500 per student, per year.
 3. 50% of the amount is due within 10 school days of enrollment. The balance must be paid prior to the end of the first semester of a student's enrollment.
 4. Students whose parents are employed by the Taylor County Board of Education are excluded from payment of the tuition.

Locker Use Policy

1. Student lockers are the property of the school.
 2. Student lockers with built-in combination locks are provided only for the safe storage of a student's school materials and necessary personal articles.
 3. For the protection of all students from harmful or dangerous materials, the use of a locker is with the understanding by the student and his/her parents that the locker may be inspected by the school administration at any time without prior notice. Any materials discovered in the locker which are in violation of rules will be the basis for disciplinary action.
 4. Lockers are available for rent on a yearly basis from the high school office. Students may not share lockers.

Administration of Medicine to Students

If a student must take medication at school, only the parent or the principal's designee may administer medication to students and only then in compliance with the following directives:

1. Written instructions signed by the parent shall always be required and shall include the following:
 - a. student's name
 - b. name of medication to be taken
 - c. time to be taken
 - d. required dosage
 - e. list of possible side effects
 - f. termination date for administration of medication.
 - g. any other information requested of the parent by the principal or principal's designee.

The Principal's designee at TCHS is Mrs. Kathy Cockerham, School Nurse or Mrs. Marsha Starling or Mrs. Jane Hinton (Alternates).

Family Educational Rights and Privacy Act

Under the Family Educational Rights and Privacy Act (20 U.S.C. 1232g)(the “Act”), you have a right to:

1. Inspect and review the education records of a student who is your child, or in the case of a student who is eighteen years of age (18) or older, your own education records;

2. Request the amendment of the student’s education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student’s privacy or other rights;

3. Consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that the Act and the regulations promulgated pursuant to the Act authorize disclosure without consent;

4. File with the United States Department of Education a complaint under 20 C.F.R. 99.64 concerning the alleged failures by the Taylor County Board of Education to comply with the requirements of the Act or the regulations promulgated thereunder; and

5. Obtain a copy of the policy which the Taylor County Board of Education has adopted regarding access to student records. Copies of this policy may be obtained by contacting the central office of the Taylor County Board of Education at (478) 862-5224.

Physical Examinations

1. All students who participate in competitive interscholastic athletics and cheerleading shall have an annual physical examination prior to participation in any tryout, practice, or conditioning, whichever comes first.

2. The physical examination form shall indicate approval for participation and must be signed by a doctor of medicine or a doctor of osteopathy.

3. The physical examination form shall include the date that the exam was performed (month, day, year), the student’s name, and the physician’s signature.

Student Eligibility

1. Students participating in competitive interscholastic activities shall pass five subjects in the semester immediately preceding participation to become eligible. These subjects shall carry credit toward graduation.

2. Students participating in competitive interscholastic activities must also be on track in accordance with the criteria established by the Constitution and By-Laws of the Georgia High School Association. That criteria is based on accumulated units as follows:

Sophomores:	5 Units
Juniors:	11 Units
Seniors:	17 Units

3. The student must be an amateur.

4. A student cannot be playing on a school team and also participating on another team during the same period of time.

5. Students cannot have been in high school for more than eight semesters.

6. A student has four consecutive years of eligibility from the date of first entry into the ninth grade.

7. Students must be on track for graduation. See GHSA Constitution at ghsa.net.

8. Ineligible students are prohibited from participating in or dressing out for competitive interscholastic events, including practices.

9. Ineligible students are prohibited from participating in any school organization (Student Council, 4-H, Beta Club, Key Club, Skills USA, FBLA, High School Marching Band, or any other club or organization which is a part of the Taylor County High School).

Grading and Reporting System

1. All grades are reported numerically.
2. The passing grade for students is 70.
3. Report Card and Progress Report Schedule:

		Progress Reports		Report Cards	
1st	9 weeks	Aug	29	Oct	10
2nd	9 weeks	Nov	11	Jan	9
3rd	9 weeks	Feb	6	Mar	19
4th	9 weeks	Apr	21	May	28

4. At the end of the 1st & 2nd semester periods, teachers will give a two-hour semester exam over a four-day period in accordance with this schedule:

Test day one	7th period
Test day two:	1st and 4th periods
Test day three:	2nd and 5th periods
Test day four:	3rd and 6th periods

5.
 - a. Students may exempt the semester final exams if they have at least a 90 semester average and have not been absent more than 7 days or meet the following criteria:
 - b. Semester average of 85-89 with no more than 2 absences.
 - c. Semester average of 80-84 with no absences.
6. Seniors are not required to but may take 2nd semester final exams to help the student pass the course.
7. A student will have fourteen calendar days after the final day of a semester to make-up incomplete work allowed by the teacher.
8. Students who are seeking a University Core seal may receive only one summer school credit in each of two subject areas, with no more than one credit per subject area during their high school careers. Such classes must have prior approval from the counselor or the principal to be acceptable.

Cheating Policy

1. Any student found cheating and/or helping another to cheat on a test will receive a zero for that test. A discipline slip will be completed and placed into the student's file.
2. Students found to be cheating will not be eligible for GOLD card or any academic awards for that school year.
3. A senior found to be cheating is not eligible to be an honor graduate nor wear the BETA stole at graduation.

Counseling Services

1. Students are urged to take advantage of counseling services offered by the school. These include personal, academic, and career counseling, as well as informational services.
2. If you have a personal problem or need additional help passing a course, feel free to stop by the principal's office or the TCHS Counselor's office to schedule an appointment.
3. Students who are 18 years old or older are advised to contact the school counselor for voter registration and selective service information.
4. Additional Counseling services are available through the Morningstar Children and Family Services which is also available to all TCHS students. Counseling request forms are in the office for students wanting to see a counselor.

Honors Program

An annual Honors Day Program will be held in the spring. Students will be recognized for their academic achievement throughout the year. A certificate of excellence will be awarded to the student with the highest overall average in each subject area provided that he or she has not been absent more than seven days per semester and that the average is 90 or above.

Honor Graduate/Graduation Requirements

The criteria for determining Honor Graduates shall be as follows:

1. Honor Graduates will be students with an overall academic average of at least 90.
2. The Principal and the counselor are responsible for averaging senior grades and determining the Honor Graduates.
3. Valedictorian - The Honor Graduate with the highest overall academic GPA, who has taken the SAT by the March testing date and at least one academic pathway, and has passed the required state exams will be named Valedictorian. This student must be enrolled in the Taylor County School System for the full senior year.
4. Salutatorian - The Honor Graduate with the second highest overall academic GPA, who has taken the SAT by the March testing date and at least one academic pathway, and has passed the required state exams will be named Salutatorian. This student must be enrolled in the Taylor County School System for the full senior year.

5. Technology and Career Excellence Award

The technology and career honor graduate with the highest academic GPA will receive this award. This student must be enrolled in the Taylor County School System for the full senior year.

6. Any student who transfers to Taylor County High School, who has taken advanced placement courses, will be exempt from the local required University Core Curriculum since Taylor County has only one advanced placement course. The exemption will be in the area of the advanced courses only.

7. Only grades and transcripts from state accredited schools will be considered. There will be a rank order list of averages for all students.

8. Students must complete all local requirements and pass all sections of the Georgia High School Graduation Test or the related EOCT to be eligible for graduation and participation in the graduation ceremony.

Graduation 2015

Graduation will be held in the auditorium at 10:00 A.M. on May 23, 2015.

Each graduating senior will receive a limited number of graduation passes based on the number of seniors who complete requirements for graduation.

Prerequisites for Courses

The administration of Taylor County High School recommends a sequential course of study in some areas. Any exceptions to the recommended sequence must be approved by the appropriate department head and the principal. These are the recommended sequential courses:

English I - English II - English III - English IV
 Coordinate Alg - Analytic Geom - Advanced Alg - Pre Cal or AMDM
 AAP Alg - AAP Analytic Geom - AAP Advanced Alg - AP Statistics
 Spanish I - Spanish II - Spanish III
 Intro Web & Digital Tech - Digital Design- Web Design
 Intro Teaching Prof - Contemporary Issues in Ed - Teaching Prof Internship
 Intro Business Tech - Business and Tech - Business Com Procedures
 Construction I - Construction II - Construction III
 Drafting I - Drafting II - Drafting III
 JROTC I - JROTC II - JROTC III - JROTC IV

Students who satisfy all of the requirements for graduation will receive a High School Diploma. If the student does not meet the requirements of attendance, accumulated Carnegie Units, or does not pass the State Graduation Tests or related EOCT, he/she will not receive a diploma. Attendance is required for a full year, full day, unless local board approval is sought in specific instances.

Note: Any student found to be cheating will not be eligible for any academic awards during that school year.

High School Diploma with Career / Academic Pathways

The Taylor County High School offers the following Career Pathways for students who wish to receive credit for CTAE endorsement:

- A. Business Technology
- B. Engineering Drawing and Design
- C. Financial Management
- D. JROTC - Army
- E. Teaching as Profession
- F. Web & Digital Communication
- G. Carpentry
- H. Spanish (academic)
- I. Advanced Academic Math Pathway

Students who desire the CTAE endorsement must complete a minimum of three units in a pathway. Courses in a specific pathway must be taken in sequence.

Language Arts	4
English I, English II, English III, & English IV	
Mathematics	4
Coord Alg - Geom - Advanced Alg - Pre Cal, AMDM, or AP Statistics	
Science	4
Physical Science, Biology, Chemistry, & Anatomy	
Social Studies	3
World Studies, Economics/Citizenship, & US History	
Health, Safety & Physical Education	1
Health (1/2) & Personal Fitness (1/2)	
CTAE and/or Fine Arts and/or Foreign Language	3
State Required Units	19
Elective Units	5
Total Units Required	24

TCHS Curriculum

State of Georgia

Taylor County

English Language Arts 4	English Language Arts 4
English I	English I
English II	English II
English III	English III
English IV or British Lit	British Literature
Mathematics 4	Mathematics 4
Coordinate Algebra	Coordinate Algebra
Geometry	Geometry
Advanced Algebra	Advanced Algebra
Pre Calculus or AMDM	Pre Calculus or AP Stats
Science 4	Science 4
Physical Sci	Physical Sci
Biology	Biology
Chemistry	Chemistry
Anatomy/Physiology	Anatomy / Physiology
Social Studies 3	Social Studies 4
World Studies	World Studies
US History	American Govt
Citizenship 1/2	US History
Economics 1/2	Citizenship 1/2
	Economics 1/2
	Foreign Language 2
	Spanish I & II
Health, Safety, & PE 1	Health, Safety, & PE 1
Health 1/2	Health 1/2
Fitness 1/2	Fitness 1/2
CTAE or Fine Arts 3	CTAE or Fine Arts 1
or Foreign Language	
State Required 19	Taylor County Required 20
Electives 4	Electives 4
Total Required 23	Total Required 24

Taylor County High School Carnegie Unit Requirements For Promotion

1. The yearly average (average of both semester grades) is the only grade used to determine if a student passes a course except for courses which have an EOCT which counts 20% of the final grade.
2. The semester average will be used to determine eligibility according to the Georgia High School Association.

Entering Freshman 2014-15

Promote to 10th	5
Promote to 11th	11
Promote to 12th	17
to Graduate	24

Sophomores 2014-15

Promote to 11th	11
Promote to 12th	17
to Graduate	23

Juniors 2014-15

Promote to 12th	17
to Graduate	23

Seniors 2014-15

to Graduate	23
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Dual Enrollment

Dual Enrollment/Dual Credit programs provide opportunities for Georgia high school students to take college-level courses and earn concurrent credit toward a high school diploma and a college degree while still in high school.

Dual Enrollment/Dual Credit courses are primarily available for any eligible 11th or 12th grade (in some limited cases 9th-10th) high school students. Students may enroll full-time or part-time in approved credit-bearing college-level courses by the State Board of Education.

Interested Parents or Students should contact the school counselor, Mrs. Judy Smith, for details.

Subject Area Competency (Testing Out)

The Georgia Department of Education allows eligible students an opportunity to "test out" of courses where this is an associated EOCT. Students may earn no more than 3 units by demonstrating subject area competency.

Student Eligibility:

1. Exceeded on the EOCT of the associated course
2. Not currently enrolled in the course
3. Have earned an 85 or higher on the associated course
4. A teacher recommendation from the associated course
5. Parent/Guardian Permission

The fee for this test is \$50.00. If students score a 90 or higher (exceeds), this fee will be refunded.

Georgia Virtual Online Classes

Online classes are available for TCHS students through Georgia Virtual School. Please see the high school counselor if interested in taking online classes. Availability is limited.

EOCT Retesting

Some students are eligible to participate in EOCT retest administrations:

1. Students who passed the course, but who did not meet the standard on the associated EOCT.
2. Students who did not pass the course and who also did not meet the standard on the associated EOCT.
3. Students may take this test online only after remediation.
4. Students may retake each EOCT one time only.

Complaint and Grievance Procedure

1. The BOE knows that there may be conditions in the school system that need improvement and that students should have some means to effectively express their concerns which will be considered and handled with fairness.

2. Student complaints and grievances shall be resolved through orderly processes and at the lowest possible level. However, the board shall provide channels for eventual hearing should circumstances dictate.

3. Complaints and grievances shall be approached in the following manner:

A. The opportunity shall be provided to any student or his/her parents to discuss with his/her teacher a decision or situation which he/she considers unjust or unfair.

B. If the matter remains unresolved, the student or his/her parents, or the teacher, may bring the matter to the principal's attention for his consideration. (478) 862-3314 24 Oak Street, Butler, GA 31006

C. If the matter still remains unresolved, it may be brought to the superintendent or a designee for his/her consideration. (478) 862-5224, 23 Mulberry St., Butler, GA 31006

D. Complaints that remain unresolved after any action of the superintendent may be referred in writing to the board. The board's decision; if it chooses to make one, shall be final.

(478) 862-5224, 23 Mulberry St., Butler, GA 31006

Off Campus Crime Policy

The Taylor County Board of Education has in place a policy which stipulates that a student formally charged with a crime, whether related with school or not, may be suspended or expelled from school.

A formal hearing will be held before the Disciplinary Tribunal when requested by a Principal to determine the status of any student charged with any criminal offense by any local, state, or federal law enforcement agency.

The student will be suspended or expelled from school, allowed to remain in the regular classroom, or placed in the Alternative School Program.

Soliciting of Funds by Students

It is the policy of the Board of Education to discourage the soliciting of funds (selling anything) or advertising by students. Any soliciting of funds for the school will be done after school hours.

Handbook Translation

This document can be translated for you. Please call Tom Callier at 478-862-5224 or come to the Taylor County Board of Education at 23 Mulberry Street.

**

Este documento puede ser traducido para usted. Por favor, llame a Tom Callier 478-862-5224 o venga al Taylor County Board of Education, 23 Mulberry St., Butler, Georgia, 31006.

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Tài li_u này có th_ ___c d_ch cho b_n. Xin vui lòng g_i Tom Callier t_i 478-862-5224 ho_c ___n Taylor County Board of Education t_i 23 Mulberry Street, Butler, Georgia 31006.

Taylor County

High School

The Crossroads of US 96

and US 19 is VIKING COUNTRY

STUDENT / PARENT

HANDBOOK

2014-2015