

**Upson-Lee High School  
Student Handbook  
2020-2021**



Thomaston, GA 30286  
706-647-8171

**School Website:** <http://ulhs.upson.k12.ga.us>

**Facebook:** <https://www.facebook.com/UpsonLeeHighSchool/>

**This agenda belongs to:**

Name \_\_\_\_\_

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City/Town \_\_\_\_\_

Phone \_\_\_\_\_

Student No. \_\_\_\_\_

**THOMASTON-UPSON COUNTY SCHOOLS**  
**Upson-Lee High School**  
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**UPSON-LEE HIGH SCHOOL  
STUDENT HANDBOOK**

The Thomaston-Upson County School System provides equal opportunity to students and staff and does not discriminate based on race, color, sex, national origin, age, disability, or veteran status. The school system has designated Dr. Jeff Kelly, Title IX Coordinator, and Sports Equity Coordinator. Dr. Derico can be contacted at the Thomaston-Upson School System, 205 Civic Center Drive, Thomaston, GA-Phone (706)647-9621.

**UPSON-LEE HIGH SCHOOL MISSION STATEMENT**  
Excellence in Education... Every Individual, Every Day.

- All students can learn with appropriate support
- All students should be held to high standards
- Effective teaching makes a difference in student success
- Parent engagement and involvement greatly contribute to student success
- Meaningful communication among all stakeholders greatly improves student success
- All students should take ownership of their own learning
- School practices, policies, and experiences should promote respect for individual differences

**School Administration**

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**A. ATTENDANCE:**

Progressive Discipline Attendance Matrix (Implemented Each Semester)

Offense	Unexcused Absences	Tardy to School	Tardy in Between Classes	Out of class Without permission/Skipping (No parking permit)	Out of class Without permission/Skipping (With parking permit)
1 <sup>st</sup> Offense	School Reach Call/ Documented Warning	School Reach Call/Documented Warning	School Reach Call/Documented Warning	Three days ISS Parent Contact	1 day of ISS: parking privileges revoked for 10 days
2 <sup>nd</sup> Offense	School Reach Call/ Documented Warning	School Reach Call/Documented Warning	School Reach Call/Documented Warning	Five days ISS Parent Contact	3 days of ISS: parking privileges revoked for 20 days
3 <sup>rd</sup> Offense	Phone call/ Students are required to attend Saturday School to make up missed work.	School Reach Call/Documented Warning	School Reach Call/Documented Warning	Five to Ten days ISS or OSS under 16 years old referral to SSW	2 days of OSS: parking privileges Revoked
4 <sup>th</sup> Offense	Phone call/ Students are required to attend Saturday School to make up missed work.	School Reach Call/Documented Warning	School Reach Call/Documented Warning		
5 <sup>th</sup> Offense	Phone call/ Postcard sent home to the parent to notify them/ Referral to AST/ Possible SSW referral/ Students are required to attend Saturday School to make up missed work.	Administrative Warning  School Reach Call/Documented Warning	Administrative Warning  School Reach Call/Documented Warning		
6 <sup>th</sup> Offense	Phone call/ Students are required to attend Saturday School to make up missed work.	Phone Call 1 Day ISS School Reach Call/Documented Warning	Phone Call/ 1 Day ISS School Reach Call/Documented Warning		
7 <sup>th</sup> Offense	Phone call/ Students are required to attend Saturday School to make up missed work.	School Reach Call/Documented Warning	School Reach Call/Documented Warning		
8 <sup>th</sup> Offense	Phone call/ Students are required to attend Saturday School to make up missed work.	Phone Call 2 Days ISS  School Reach Call/Documented Warning	Phone Call/ 2 Day ISS  School Reach Call/Documented Warning		
9 <sup>th</sup> Offense	Phone call/ Students are required to attend Saturday School to make up missed work.	School Reach Call/Documented Warning	School Reach Call/Documented Warning		
10 <sup>th</sup> Offense	Phone call/ Students are required to attend Saturday School to make up missed work/ Referral to School Social Worker	Phone Call 3 Day ISS School Reach Call/Documented Warning	Phone Call/ 3 Day ISS School Reach Call/Documented Warning	<b>10th Offense for students with a parking permit</b> <ul style="list-style-type: none"> <li>10 unexcused absences or 10 unexcused tardies: Loss of parking permit for 20 days</li> </ul>	
11th+ Offense		Phone Call 1 Day OSS SSW Referral	Phone Call 1 Day OSS SSW Referral	<b>11+ Offense for students with a parking permit</b> <ul style="list-style-type: none"> <li>15 unexcused absences or 15 unexcused tardies: Loss of parking permit for 40 days</li> <li>20 unexcused absences or 20 unexcused tardies: Revoked</li> </ul>	

A student who is tardy to school due to illness, should present a doctor's note on the 4th tardy. After an absence, a parental note is required on the date of return stating the dates and reasons for the absence. If a parental note is not provided within five days of absence due to illness, the student absence will be marked as an unexcused absence in Infinite Campus. Absentee notes for sickness should state the type of sickness and not just the words "was sick". The note should be taken to the attendance office before 8:00 a.m. The student will be given a slip for each teacher to sign denoting whether the absence was excused or unexcused.

Children may be excused from school who are (1) personally ill and whose attendance in school would endanger their health or the health of others; (2) in whose immediate family there is serious illness or death which would reasonably necessitate absence from school; (3) who are by court order or an order by a governmental agency, including pre-induction physical examinations for service; (4) on special and recognized religious holidays observed by their faith; (5) prevented from attendance when due to conditions rendering school attendance impossible or hazardous to their health or safety; (6) registering to vote or voting in a public election - not to exceed one day; (7) serving as pages of the Georgia General Assembly; (8) two days of college visitation for juniors and seniors; (9) whose parent is in the military service and who has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting, to be granted up to 5 excused absences per school year to visit with a parent prior to deployment or during such leave.

The state law requires that pupils shall attend school each day of the school year from age 6 to 16. The Thomaston-Upson County BOE reaffirms in this rule its commitment to this state mandate. The principal of each school will develop a suitable system of rewards to encourage the support and cooperation of each student in striving for perfect attendance.

Excuses must be turned in within five days of the absence. Students will be allowed to make up missed work from an absence. Work must be made-up within five (5) days, or by the next two available Saturday school days after returning to school. Students with unexcused absences must make up their missed work during Saturday school, unless there are circumstances that would cause an administrator to allow other opportunities to make up work.

Long term assignments such as term papers, projects, etc. will be due on the date established by the assigning teacher, unless approved by Assistant Principal of Curriculum and Instruction.

Students will receive credit for makeup work and may make up all missed work including daily grades and tests. Absences due to out of school suspension shall be unexcused. Work missed due to the first time a student is suspended may be made up at the first available Saturday school date after completion of disciplinary consequence. However, if a student is suspended for a second time, the student may not make up any assignments.

If a student is absent for three (3) or consecutive more days due to illness or any other legal reason, the parent may contact your child's teachers to request homework/class assignments

## **II. GENERAL ATTENDANCE RULES**

### **A. Absences**

If a student misses school to attend a non-school function, the absence will be considered as unexcused unless he/she has received prior approval from the principal.

Students participating in a contest/event will attend school at least half the day to participate. Exceptions can only be made by the principal/designee. A student who has been absent more than 5 days for illness, must present a physician's statement.

At the high school, a student will be considered absent for a whole day if the student misses over half of the instructional day or two class periods.

Daily attempts will be made to contact parents/guardians of absent students by using the school's automated call system.

### **B. Drop-offs/Pick-ups and leaving early:**

All morning drop-offs before school should take place in front of the school around the circle or in the parking lot adjacent to the 500 hall (in front of the tennis courts). Parents should drop students off and keep moving with the flow of traffic. Students are not allowed to sit in a vehicle before school. No drop-offs in the staff parking lot adjacent to the bus ramp. No drop-offs in the student parking areas. No drop-offs at the bus ramp. No drop-offs at the field house.

Pick-ups should take place in the parking lot adjacent to the 500 hall (in front of the tennis courts). No after school pick-ups allowed in front of the building before 3:25.



If the student must leave during the school day, the student must present a note from home to the attendance office before 8:00 a.m. telling the time and reason the student must leave. This note must have the daytime number for the guardian(s) to be reached and the number provided must be listed in Infinite Campus and associated with a primary household guardian(s) as identified in Infinite Campus. If you become ill during the school day, go to the nurse's office for assistance. No student may leave the school grounds during the school day without checking out through the attendance office and without the knowledge of both school officials and guardians.

Students 16 years and older who drive to school may ask their parents/guardians to come to the attendance office to sign a student release form so that the student may be dismissed on the authority of a phone call to the guardian(s) in the event of an emergency. The Student Release Forms are NOT sent home; parents must come to the attendance office at ULHS during the school day to complete the Student Release Form. If you or other authorized persons are unable to be reached the student will not be released from school. An authorized person is defined as a primary household guardian(s) as identified in Infinite Campus. A student can be dismissed on the authority of a phone call from the guardian(s) in the event of an emergency a maximum of five times. After the fifth EDM due to an emergency or parental request, the guardian will have to physically visit ULHS to have the student released early from ULHS for each EDM after the fifth release. The Student Release Form will be revoked after the fifth EDM due to guardian(s) request; the Student Release Form can be revoked at the discretion of the principal or his designee. (Medically documented EDM will not count toward the five EDM; the medical documentation must be provided to the attendance office within 24 hours of EDM.)

To limit classroom interruptions and to maximize your child's learning, we ask that you try to schedule early release times around the bell schedule. (See front) The attendance clerks are instructed not to call students from class after five minutes from the beginning or five minutes before it ends.

### **C. Tardy Procedures**

Any student who is tardy to school or must leave school prior to regular dismissal time MUST check in and/or out with the attendance office. Otherwise, the student will be considered truant, skipping, and/or cut/leave school.

Students have SIX (6) minutes to change class. A tardy is defined as any student who is not in the archway of the classroom door when the last bell rings. This time is more than adequate so students should not be late to class. When the last tardy bell rings, all students should be inside the classroom. To be otherwise without prior approval of your teacher is to be tardy to class. An excused tardy is a tardy caused by student illness, hardship, family emergency or participation in school activity. To be excused, a student must have a note signed by their teacher. See Matrix for consequences regarding tardiness.

### **D. Perfect Attendance:**

Perfect attendance certificates are given at the end of each school year to students who have had NO DAYS ABSENT FOR ANY REASON. Students who have a combination of ten or more tardies/early dismissals will not be recognized with perfect attendance.

## **III. ATHLETICS**

### **A. Information:**

Athletics is an important facet of a student's educational experience. Upson-Lee High School offers athletic programs for students. The Georgia High School Association governs high school athletics in Georgia. To participate in athletics, the GHSA requires that students be academically eligible.

Athletes at ULHS represent their school and community; therefore, athletes are expected to conduct themselves in a manner which will bring a positive light on our school and community.

Policies for the Athletic Department are in the ULHS Athletic office.

Upson-Lee High School is in full compliance with the Gender Equity in Athletics Law. Any questions relating to Gender Equity in Athletics should be referred to the Athletic Director. The Gender Equity Policy is available in the Athletic Director's Office.

### **B. Student Conduct at ALL school sponsored activities:**

School rules apply to students at all school sponsored activities. Loitering will not be tolerated at ULHS sporting events. Book bags and coolers are not allowed at any event in the stadium.

Law Enforcement will strictly enforce this policy. You should be seated in the stadium unless you are going to restrooms or concession stands. Failure to comply with this policy will mean

that you will be escorted out of the stadium. Skateboards are not allowed to be brought into any TUBOE facility.

#### **IV. SCHEDULING**

##### **A. Graduation Requirements:**

Our goal in the ULHS guidance department is to ensure that each student is scheduled into the courses needed for successful completion of their graduation requirements within four years. Priority will be given to academic requirements and remediation classes before electives.

##### **B. Secondary School Credentials:**

The High School Diploma – the document awarded to students certifying that they have satisfied attendance requirements, Carnegie unit requirements and the state assessment requirements, or the document awarded to student with disabilities assigned to a special education program who have met the state assessment requirements referenced in State Board of Education Rule 160-3-1-07. (Testing Programs – Student Assessment), or who have not completed all the requirements for a high school diploma but who have nevertheless completed their Individualized Education Plan (IEP).

##### **C. Schedule Changes:**

Student schedules may be changed for the following reasons only:

- a. The student is scheduled for a class that he or she has already passed.
- b. The student is scheduled for a class without having passed the pre-requisite course.
- c. The student must have a change to meet specific program requirements.
- d. A student cannot request to be removed from an Honors/AP courses after the first two weeks of the course(s). Any student who is performing below a 70 at the two weeks' mark may be removed from an Honors/AP course(s). If the parent and student elect not to be removed from an Honors/AP course (s), the student will remain in the course for the remainder of the semester and will not be removed for any reason, unless approved by the principal. A student electing to be dropped or removed from an Honors/AP course(s) due to academic performance or personal choice, will have all grades transferred over to the new course after the removal from the Honors/AP course(s).
- e. The student must complete a schedule change form, stating the problem and the requested change. This form must be filled out and turned in NO LATER THAN the end of the 3<sup>rd</sup> DAY of classes. Any schedule requests after the 3<sup>rd</sup> day, will require administrative approval.
- f. All necessary schedule changes will be accomplished within 6 school days after a school year begins. No other changes will be made other than the ones listed above.

##### **D. Honors/AP Courses**

1. Students who wish to take Honors/AP courses must meet the criteria set forth in the Honors/AP rubric approved by the Thomaston Upson Board of Education.
2. Beginning the 2017-2018 school year, no weighted points will be awarded to Honors, Advanced Placement, or Dual Enrollment courses.
3. Student Enrollment: All students must be enrolled and meeting attendance requirements to be eligible for graduation.

#### **V. GRADING**

##### **A. Grading System:**

ULHS Grading Categories:

Daily Grades: 35%

Formative Grades: 35%

Summative Grades: 30%

ULHS firmly believes that communication between teachers and parents is a key component for student achievement. Parents may sign up for Parent Portal. This convenient home-to-school confidential web site allows parents to easily communicate with teachers via email. They can access information on grades, attendance, and discipline.

Grades should be recorded as follows:

Class work/quizzes: posted 3 to 4 days after assigned

Test: posted 4 to 5 days after assigned

Projects: 4 to 5 days after assigned

Report cards will be sent home at the end of each nine weeks. Progress reports will be sent midway between each nine weeks' grading period.

Parental contact will be made for students who are failing. Seniors who are in danger of not graduating due to failing grades will be notified by teachers and/or counselors as soon as the problem is evident. Attempts will be made to notify parents of these students by phone or mail and documented into Infinite Campus.

A cumulative exam will be given at the end of the first nine weeks of each semester. This exam will be used to determine student placement for the upcoming school year.

At the end of the semester, students will take a final exam in each course. Seniors who have not completed all requirements will be allowed to come back during the last week to redo and/or make-up any assignments needed to graduate.

All grades will be recorded as actual numerical averages on report cards and on permanent records, per law. Any grade 70 or above is considered passing.

The State Board of Education has designated certain courses as Milestone subjects. Students enrolled in these courses for credit toward graduation are required to take the state mandated Milestone exam.

All students who are enrolled in a Milestone course, regardless of grade level, must be administered the Milestone to be eligible to receive credit for that course. Milestones will count as 20% toward the final grade. Dual Enrollment students enrolled in Economics, U.S. History, Physical Science, and American Literature will not need to take the Milestones assessment.

The grading scale for Upson-Lee High School is:

90-100----A

80-89----B

70-79----C

69 & below----F

Auditing classes is not permitted during regular school term.

## B. Exam Exemptions:

Students will be able to exempt end of semester final exams if the following criteria are met:

1. **Seniors:** Seniors may exempt all classes if they meet the following criteria.

**Option A:** *(both unexcused and excused absences/tardies will be used to determine eligibility)*

1. A 90-final average or higher in the course they wish to exempt.
2. Less than 4 absences in the course they wish to exempt.
3. Less than 13 cumulative class period absences for the semester.
4. Less than 6 tardies in the course they wish to exempt.
5. Less than 11 cumulative tardies for all classes.
6. Any student who receives OSS is not eligible for exam exemptions.

**Option B:** *(both unexcused and excused absences/tardies will be used to determine eligibility)*

1. An 85-89 final average or higher in the course they wish to exempt.
2. Less than 4 absences in the course they wish to exempt.
3. Less than 8 cumulative class period absences for the semester.
4. Less than 5 tardies in the course they wish to exempt.
5. Less than 9 cumulative tardies for all classes.
6. Any student who receives OSS is not eligible for exam exemptions.

2. **Students in Grades 9-11\*:** A student may exempt if they meet the following criteria:  
*(both unexcused and excused absences/tardies will be used to determine eligibility)*

1. A 90-final average or higher in the course they wish to exempt.
2. Less than 4 absences in the course they wish to exempt.
3. Less than 13 cumulative class period absences for the semester.
4. Less than 6 tardies in the course they wish to exempt.
5. Less than 11 cumulative tardies for all classes.
6. Any student who receives OSS is not eligible for exam exemptions.

\*9th Grade students may exempt only 1 exam

\*10th Grade students may exempt only 2 exams

\*11th Grade students may exempt only 3 exams

*Students who fail to meet the exemption policy, but they have had extenuating medical circumstances during the school year may have their case reviewed by the administrative team on a case-by-case basis.*

**H Knights of Academic Distinction:**

Students at each grade level who are meeting the requirements to be on Valedictorian and Salutatorian track (see selection of Valedictorian and Salutatorian) and who achieve a numerical average of 95.0 or above (as calculated by the school/student information system) will be considered Knights of Academic Distinction. Grades are not rounded. All high school courses shall be included in determining students' numeric averages. These students will be recognized at a special event.

**I Honor Roll/Goal Card:**

Students who make All A's at the semester mark (Dec. and May) will be placed on the honor roll. These students will receive a goal card that will entitle them to free admission to ULHS home athletic activities; excluding play-offs and sell out games.

Principal's All A list will be recognized at honors night. To earn this award a student must have all A's for each nine-week mark and the final average in each course, for each year of high school.

All A average: Given each year to students in grades 9-12 at Honors Night; the current school year grades (S1 report card grade and N3) are examined for A average in each subject.

**J Promotion Requirements:**

To be promoted or to graduate, a student must earn the following:

Enrollment Year (first time enrolled in high school)	# of Credits needed to advance to 10 <sup>th</sup> Grade	# of Credits needed to advance to 11 <sup>th</sup> Grade	# of Credits needed to advance to 12 <sup>th</sup> Grade	# of Credits needed to graduate
2015 – 2016 or prior	6	12	18	23
2016 - 2017	6 and entering 2 <sup>nd</sup> year of high school	12 and entering 3 <sup>rd</sup> year of high school	19 and entering 4 <sup>th</sup> year of high school	25 and have completed at least 4 years of high school
2017 - 2018	6 and entering 2 <sup>nd</sup> year of high school	13 and entering 3 <sup>rd</sup> year of high school	20 and entering 4 <sup>th</sup> year of high school	24 and have completed at least 4 years of high school
2018 - 2019 or beyond	7 and entering 2 <sup>nd</sup> year of high school	14 and entering 3 <sup>rd</sup> year of high school	21 and entering 4 <sup>th</sup> year of high school	24 and have completed at least 4 years of high school

**K Graduation:**

Students seeking a regular education diploma must earn the following number of Carnegie units based on their year of enrollment.

- a. Students enrolled in high school for the first time in the 2015-2016 school year or prior year will need 23 credits to graduate.
- b. Students enrolled in high school for the first time in the 2016-2017 school year or prior year will need 25 credits to graduate.
- c. Students enrolled in high school for the first time in the 2017-2018 school year or prior year will need 24 credits to graduate.
- d. Students enrolled in high school for the first time in the 2018-2019 school year or prior year will need 24 credits to graduate.

Transfer students from other school systems must follow all graduation requirements applicable to their enrollment in the Thomaston-Upson School System.

During the Fall semester of a student's senior year (12<sup>th</sup> grade) all students and parents are encouraged to establish communication with the guidance counselor for reviewing the student's graduation plan and determining exactly which requirements must be met within the remaining year to graduate on schedule. Parents and students will receive a senior review explaining the remaining requirements

needed for graduation. Students will sign a statement verifying they understand that failure to meet these requirements by graduation makes them ineligible to participate in the graduation ceremonies. No senior will be presented his/her diploma before the actual scheduled graduation ceremony. Senior students who are assigned to the Alternative School on the day of graduation may not participate in the graduation exercises. However, upon successful completion of all graduation requirements the student will be awarded their high school diploma. Also, students assigned to the Alternative School are not allowed to participate or attend any school sponsored events or activities.

## **G Seniors:**

### **1. Honor Seniors:**

- A. All seniors who achieve a numerical average of 93.0 or above (as calculated by school/student Information System) will be considered honor graduates. Valedictorian, Salutatorian, followed by Knights of Academic Distinction in alphabetical order, and honor graduates will be seated on the front rows at graduation. When determining an honor graduate, grades are not rounded.
- B. Honor students will be selected at the end of Fall semester (August - December) and must be enrolled and attending full time during the Spring semester.
- C. All courses shall be included in determining students' numeric averages. Grades from college courses or technical school courses will be included through the end of fall semester of the student's senior year.

### **2. Principal's A Graduates:**

- A. Seniors with a 90 to 92.99 numeric average at the end of the fifteenth nine-week grading period, at end of the senior year. These students will be recognized during the school day.

### **3. Selection of Valedictorian and Salutatorian**

- A. Overall numeric grade point averages (as calculated by school/student information system) will be determined for all students. All courses shall be included in determining students' numeric averages.
- B. The Valedictorian shall be the honor graduate with the highest overall numeric average who has also completed four (4) Honors, Dual Enrollment, and/or Advanced Placement courses in each of the core content areas (E/LA, Math, Science, Social Studies). Three of the above-mentioned courses must be Advanced Placement (AP) and/or Dual Enrollment (DE) courses in at least three different core content areas. A student is not eligible to be Valedictorian or Salutatorian if the student has taken Honors level courses only.  
The Salutatorian shall be the honor graduate with the second highest overall numeric average who has completed the same courses described for eligibility of the Valedictorian.

A student must be enrolled in the junior year before the 2<sup>nd</sup> 9 weeks begins and the entire senior year to be considered for either honor. The Valedictorian and Salutatorian shall be asked to speak at graduation ceremonies.

Any exception to this procedure shall be approved by the Board of Education.

### **4. Criteria for STAR Student:**

The student with the highest SAT combined scores submitted for competition. Scores must be from one sitting on one test date. Acceptable test dates will be those from the student's junior year and the October and November test dates of the senior year. In addition to having the highest SAT score, the STAR student must be in the top ten percent of the graduating class

## **H. Testing Information:**

1. **Milestones** - The courses requiring Milestones are 9th Grade Literature, American Literature, U.S. History, Economics, Algebra 1, Geometry, Biology & Physical Science. These tests are required by the State of Georgia and represent 20% of a student's final grade. Students must take the test to receive credit for the course. Dual Enrollment students enrolled in Economics, U.S. History, Physical Science, and American Literature are exempt from the Milestones assessment.
2. **PSAT** – The Preliminary Scholastic Aptitude Test (PSAT) is offered to ninth, tenth, and eleventh grade students. Students in the eleventh grade must take the PSAT in order to qualify for the National Merit Scholarship Program even if they have taken it in a previous grade. Currently this test

- is free only to tenth grade students due to a state grant. All students must sign up in guidance by an announced deadline.
3. **SAT** – The Scholastic Aptitude Test (SAT) and its achievement batteries will be administered at Upson-Lee High School at least twice a year. Students must register through Educational Testing Service. Information website: [www.sat.org](http://www.sat.org)
  4. **Advanced Placement Exams** - are rigorous, multiple-component tests that are administered at high schools each May. High school students can earn college credit, placement, or both for qualifying AP Exam scores. Each AP Exam has a corresponding AP course and provides a standardized measure of what students have learned in the AP classroom. If a student wishes to take an AP exam, there is a fee for each AP exam.
  5. **ACT** – The American College Test (ACT) is administered at Upson-Lee High School twice a year. Information website: [www.actstudent.org](http://www.actstudent.org)
  6. **ASVAB** – Armed Services Vocational Aptitude Battery is taken by students who register for a career skills inventory. Although facilitated by Military personnel students have no obligation to enroll in a military program
  7. **Accuplacer** – The Accuplacer test helps to identify a student’s knowledge, strength, and needs in math, reading, and writing. Accuplacer results are used in conjunction with student information regarding academic background, goals, and interests to match students with the appropriate Dual Enrollment courses.

The following is the State policy and our school rules regarding **cell phones during testing**: The Georgia Department of Education has issued a policy regarding cell phone use on Georgia Standardized Assessments. Students are not permitted to use or bring into the testing environment any electronic device that could allow students access to information (e.g. cell phone, PDA, electronic recording or playback device, etc.). Such items brought into the testing environment must be collected by the examiner prior to testing and returned only after students have turned in all testing materials. If a student does not turn in the electronic device prior to testing, the Department of Education may invalidate the student’s test.

To follow the state mandate and to eliminate the possibility of such an incident occurring, ULHS has established the following rules regarding cell phones and other related electronic devices during all state-mandated assessments as well as the SAT, ACT, and AP Exams.

No cell phones or other electronic devices are allowed in the testing rooms. Failure to comply with this rule will result in having the electronic device confiscated and turned over to an administrator to be picked up by a parent. ULHS will not be liable for any devices taken up by an administrator because of the student’s failure to comply with this testing rule.

**I Scholarship Information:**

Scholarship information is provided to seniors in a monthly newsletter. Scholarship information is available from your counselor or on the ULHS website.

The Hope Scholarship Program provides tuition assistance to GA state colleges and universities for students who achieve a certain minimum GPA throughout high school in core courses. Benefits apply to private colleges and technical schools. This rule is set by State Legislatures.

**VI. GENERAL INFORMATION**

**A. Challenge Program:**

The Thomaston-Upson County School recognizes the need to provide gifted education services to eligible students who have the potential for exceptional achievement. A student may be referred for consideration for gifted education services (the Challenge Program) by teachers, counselors, administrators, parents or guardians, peers, self, or other individuals with knowledge of the student’s abilities. Contact a school administrator, counselor or Challenge Program teacher for additional information.

**B. Elections:**

Students will be nominated by their peers (class officer, Miss/Mr. Upson-Lee High, Senior favorites, student council, and homecoming court). After all nominations have been submitted, an election will be held to decide on officers or winners. In order to be nominated and to remain in office, students must meet the criteria below:

1. Students must have an overall 80 average or higher for high school grades and be on track for graduation.
2. Students must have no serious disciplinary record for the current school year (spring election) or previous school year (fall elections). (No suspensions and no more than three days ISS)

3. Students must have no more than 10 unexcused absences or 40 unexcused class periods for a school year.
4. Students must have previously participated in club or school related activities that promote school spirit or community involvement.
5. Students may be removed from an elected/selected position at the discretion of the principal and sponsor.
6. Students who wish to be elected officers must attend class on ULHS campus at least part time.
7. Description of Elected Positions:
  - a. **Best All Around Senior** – This is a senior who is voted by the entire faculty.
  - b. **Miss/Mr. Upson-Lee High / Senior Favorites** – Senior students who meet election/selection qualifications. (Voted by senior class)
  - c. **ULHS Homecoming Court** – Girls from their respective grade levels at ULHS who meet election/selection qualifications. The queen will be a qualifying senior.
  - d. **Student Council**
    - i. **Purpose:** to develop attitudes of, and practice in, good citizenship; promote harmonious relations throughout the school; provide orderly direction of school activities; and promote the general welfare of the school.
    - ii. **Membership:** consists of Student Council Officers and all Class Officers – elected by the student body. Membership also consists of Class Representatives determined through application evaluation. All members are required to pay \$20.00 dues.
    - iii. **Qualifications/Requirements** – In addition to meeting election requirements listed above, the following must be met:
      1. The President of Student Council must be a next year Senior only and may not be the president of any other club or class. The President of Student Council must have at least one (1) year of experience as a Student Council member. The Vice-President must be a Junior or Senior with at least one (1) year experience on the Student Council. Other officers may be any grade level.
      2. All officers and representatives must be willing to attend meetings and do their assigned duties. Junior class officers' assigned duties specifically include Prom committee, working with the junior class sponsor as needed to coordinate prom. If more than two (2) meetings/activities are missed without prior notification and approval of sponsors, the student may be removed from his/her position. Other duties range from organizing work groups for homecoming, planning senior week, participating or contributing to organized events.
      3. In order to earn a Student Council Cord for graduation, Senior Student Council members must have at least two (2) years of active participation in Student Council.
      4. If a person has been removed from Student Council duties, he/she may not seek election again.
      5. Student Council President and Senior Class President must enroll in the Youth Apprenticeship work program spending one or two class periods with sponsors or be able to spend at least three (3) afternoons a week with sponsor to carry out duties.

**C. Clubs:**

Clubs have one monthly meeting. All clubs and organizations must be connected to an academic, career technical or extracurricular activity. A list of clubs is available in your homeroom. Join a club. Get involved with your friends and teachers through extracurricular activities. Besides being fun, clubs give students an opportunity to develop leadership skills that will be important in life. Club and organization officers are selected or elected per the bylaws or organizational regulations of each club. In addition, the following requirements for being a club officer outline what is expected of any effective leader:

1. Any club officer must be a club member in good standing with that club's by-laws or organizational regulations and must REGULARLY attend the club meetings.
2. Any student may hold the presidency or highest office of only ONE club each year, but may hold a lower office in another club.
3. No student may hold a club office if she or he has been suspended from school the previous school year or prior to elections being held..If after a one-year probation time a student has shown marked improvement in behavior, the student will be able to run for and hold a club office. (excluding student council)
  - o Club offices should not be popularity contests; they ALL require work and commitment if a club is to function properly.

- o Students who wish to join academic clubs such as the Beta Club and the National Honor Society must meet the academic requirements of that club. Numerical averages will not be rounded. (An 84.9 is not equal to 85 and will not be rounded up to an 85.) Any student who is placed at Upson-Lee Alternative School will automatically be removed from membership in the National Honor Society and the BETA Club.
- a. **Club Listings:**
- **Academic Team:** The Academic Team is designed to give students the opportunity to match their wits to students in other schools. *(Sponsor: Josh Herrin)*
  - **Art Club:** Inspiring students to create artwork outside the classroom, encourages school spirit and supports classroom activities. *(Sponsor: Ms. Alex Garrard)*
  - **Beta Club:** Service based organization that participates in activities within the school and community that promotes character and leadership. Students must obtain a numeric GPA of 85.0 or higher, averages will not be rounded. *(Sponsor: Mrs. Amanda Miller)*
  - **Chess Club:** Students are provided with an opportunity for fun, recreational chess. Students will develop self-confidence, mental focus, logic, discipline & analytical abilities. *(Sponsor: Mr. Alan Hendrick)*
  - **DECA:** A co-curricular organization of Marketing Education students. DECA activities and competitions reinforce the competencies taught in the Marketing classroom. *(Sponsor: Mr. Edward Peyton)*
  - **Drama Club/International Thespian Club:** Drama Club plans and assists with the high school and community arts events. International Thespian Society serves as an honor society for students who excel in the dramatic arts. *(Sponsor: Ms. Cassandra Epps)*
  - **FCCLA:** to promote personal growth and leadership development through Family and Consumer Sciences education. Focusing on the multiple roles of family member, wage earner and community leader, members develop skills for life through: character development, creative and critical thinking, interpersonal communication, practical knowledge, and career preparation. *(Sponsor: Mrs. Shirley Cotney)*
  - **Fellowship of Christian Athletes:** An interdenominational Christian sports ministry to see the world impacted for Jesus Christ through the influence of coaches and athletes. *(Sponsor: Wayne Puckett)*
  - **Future Business Leaders of America:** FBLA is an educational club for students enrolled in a business class preparing for a career in business and related fields. *(Sponsor: Mrs. Katherine Williams)*
  - **Future Farmers of America:** FFA makes a positive difference in the lives of students by developing their potential for premier leadership, personal growth and career success through agricultural education. *(Sponsor: Mr. Josh Rabalais)*
  - **Key Club:** International student-led organization providing it members with opportunities to perform service, build character and develop leadership through community service. *(Sponsor: Ms. Carolyn Patterson)*
  - **National Honor Society:** is an organization established to recognize outstanding high school students. More than just an honor roll, the NHS serves to recognize those students who have demonstrated excellence in the areas of scholarship, leadership, service, and character. Students must obtain a numeric GPA of 90.0 or higher, averages will not be rounded. *(Sponsor: Mrs. Bethany Norris)*
  - **Prom Council:** Juniors make up the Prom Council to plan and organize an unforgettable prom. *(Sponsor: New Sponsor)*
  - **Skills USA:** Helps students become world-class workers and responsible American citizens. This organization is divided into three chapters: *(Sponsor: Ms. Di'Monds Davidson, Hayes Eubanks, and Mr. Charlie Canady)*
  - **Student Council:** Plans and coordinates all Homecoming Activities, service projects and coordinates school elections. *(Sponsor: Mrs. Susan Peyton)*
  - **Tri-M National Music Honor Society:** Designed to recognize students for their academic and musical achievements, reward them for their accomplishments and service activities and to inspire other students to excel at music and leadership. Tri-M members represent ULHS in local, regional and state musical events. *(Sponsor: Mr. Jeremy Rooks)*



**D. Hall Passes:**

Students must have an approved hall pass any time they are in the halls during class time.

Students are only allowed to go to the restroom on their hallway.

**E. Lockers:**

Lockers are provided for students to use. There is a \$10.00 per year maintenance fee, with no refunds.

Lockers must be kept locked. When lockers are left open, two undesirable consequences occur: (1) items are stolen, and (2) locker doors are bent or otherwise vandalized.

All school lockers have built-in locks and cannot be opened without the correct combination. ALL combinations are changed each year.

Administrators may search students' lockers if they have reasonable suspicion to believe policies and rules of the Thomaston-Upson School System have been violated.

Remember that YOU must PAY for school materials assigned to you that get lost (books, uniforms, equipment). All lockers must be cleaned out by the last day of school. ANY items left in lockers after the last student day become the property of Upson-Lee High School and will be disposed of in any way the school decides. If more than one person is found to be using a locker, the person who rented the locker will be responsible for any items found inside lockers.

**F. Lunchtime Procedures & Cafeteria Policy:**

We have a beautiful eating area and an outstanding menu for your enjoyment. You are requested to exhibit good manners in order that everyone can enjoy a lunch break and good food. Follow these guidelines:

1. Get in line at the end in an orderly fashion; no running, no breaking, and no saving places.
2. Keep voices low.
3. Use only your own lunch I.D. number.
4. If you bring your lunch, you may eat in the Commons Area.
5. Clean off the table you have used before you leave.
6. No hallways are open during lunch. You must go to your locker BEFORE lunch or AFTER lunch. You may only go to the Commons Area, adjacent restrooms, Media Center, and Courtyard during lunch.
7. Students are not allowed to go to the parking lot or leave campus or the building.
8. Food from restaurants in its original container is not allowed. (i.e. McDonalds, Hardees, Zaxby's, Big Chic)

**a. CAFETERIA POLICY:**

The ULHS cafeteria serves delicious, nutritious, homemade meals each day. Breakfast is served from 7:10 a.m. to 7:50 a.m. and lunch during the three designated lunch periods.

Students must be in line for breakfast by 7:45. There are four lunch lines that will give the students a chance to choose the foods they prefer. This system is called "Offer-Vs-Serve." There is a choice of two meats and a salad bar each day.

1. A-la-Carte items are available when the student obtains one reimbursable meal. Prices for those extra items will be posted. Examples are as follows
  - a. Extra serving of meat or entree, vegetable, fruit or bread.
  - b. Extra milk, ice cream, assorted desserts and cookies. Other items may be introduced during the year at request of students, teachers, or administrators.
2. Students may purchase another complete meal at the price of an adult meal.
3. Money will be collected before the student leaves the serving line. Collection is possible in the following ways
  - a. Before or during breakfast.
  - b. During lunch at a specific area.
4. The student's account will be credited before the time to eat lunch. The money "banked" in the account will be left in the account until the student is ready to eat a meal. If you are absent or choose not to eat, the total will remain in your "banked" account
5. Students must use their I.D number to eat breakfast, lunch, or to purchase an a-la carte item until their account is at a \$0.00 balance. Once a student's account reaches a \$0.00 balance, the student will be required to make a deposit into his/her account.
6. All students who plan to eat in the cafeteria MUST have an I.D. number for the current school year. Student ID numbers will stay the same every year.

**G. Personal Messages:**

Personal messages will be delivered to students only in case of emergency.

## H. Parking:

Driving your car to school is a privilege, not a right. If you drive to school, park your car only in the designated student parking space and then immediately leave your vehicle. Do not cruise around or through the school grounds in the mornings or afternoons. Students should not loiter in the parking lot before or after school.

Parking spaces will be sold through a designated office. Students will be issued a parking permit when the student turns in a drug consent form properly completed and pays the \$40.00 parking fee. Students must display their parking permit by hanging it from their rear-view mirror. Students may park only in their designated parking space. Students without parking permits will be subject to towing. Students who are in the process of obtaining a parking permit should park in front of the tennis courts until a permit has been issued. The student must complete the permit process within two school days.

Beginning on February 8th, parking decals can be purchased for \$25.00.

Temporary parking permits are available for students who forget their permanent permit. Lost permits must be replaced within one week at a cost of \$5.00. Students who allow other students to use their parking permits will have their parking permits seized and be subject to suspensions.

Students violating parking rules by parking in ANY unauthorized area may have their parking privileges revoked. Anyone illegally parking in a handicapped parking space will be towed and subject to a fine assessed by law enforcement. If a student commits the offense of skipping or cut/leave school prior to purchasing a parking permit, the student will not be eligible to purchase a parking permit for the minimum of one semester. A student with 2 or more parking violations without a permit will not be allowed to purchase a parking permit once eligible for the 2020-2021 academic year.

Any parent, guardian or relative of a student who parks on the ULHS campus must check in at the front office to obtain approval from an administrator before entering a student's vehicle for any reason. If permission is not granted by an administrator, no person will be allowed to access the student's vehicle. Anyone making an unauthorized attempt to access a student's vehicle will be denied access and asked to leave the premises.

10 unexcused absences or 10 unexcused tardies: Loss of parking permit for 20 days

15 unexcused absences or 15 unexcused tardies: Loss of parking permit for 40 days

20 unexcused absences or 20 unexcused tardies: Revoked

### **Parking and/or Driving Violation: (with parking permit)**

First Offense:	Administrative warning
Second Offense:	Administrative warning and phone call
Third Offense:	Loss of parking permit for 20 school days
Fourth Offense:	Loss of parking permit for 40 school days
Fifth Offense:	Revoked

### **Parking and/or Driving Violation: (with parking permit)**

#### **Offense: Cut/Leave School**

First Offense:	1 day of ISS: parking privileges revoked for 10 days
Second Offense:	3 days of ISS: parking privileges revoked for 20 days
Third Offense:	2 days of OSS: Revoked

### **Parking and/or Driving Violation: (without parking permit)**

First Offense:	Verbal warning and written warning
Second Offense:	Written Referral, Parents Notified by Administrator
Third Offense:	Car will be towed, parents notified

#### **a. Super Senior Parking:**

Seniors who have all A's throughout their high school career, seniors who have perfect attendance throughout their high school careers, seniors who are presidents of school clubs or organizations and seniors who are captains of their athletic or academic teams will be issued tags for designated Super Senior parking. These students must adhere to our extra-curricular code of conduct.

Super seniors will be assigned parking space in the Super Senior parking area and must park in that space only. They must purchase a school parking permit with the Super Senior marking. The Super Senior tag must only be used by the student who received the Super Senior

designation. This tag may not be transferred to anyone else. If the Super Senior does not abide by the above regulations, their Super Senior parking privilege may be revoked.

If a Super Senior is removed or resigns from his/her leadership position, he/she must relinquish their Super Senior tag and parking privilege.

**I. Dual Enrollment:**

Students planning to enroll in Dual Enrollment must have previously taken the SAT, ACT or Accuplacer, and achieved a minimum score based upon the Dual Enrollment score criteria. Students must complete an online funding application at [gafutures.org](http://gafutures.org). Students are not allowed to enroll in non-traditional semesters such as mini-mesters. Students who choose to participate in this program are responsible for keeping up with ULHS information.

Students who are participating in the Dual Enrollment programs are responsible for meeting Georgia High School Association requirements for participation in extracurricular activities.

Students who drop or unenroll from dual enrollment course(s) without approval from their designated school counselor and principal will not be eligible for dual enrollment participation the next college semester. If the next scheduled college semester is summer, the student will not be eligible for dual enrollment participation during the Summer semester nor Fall semester at the college level. (This includes exclusion from participating in non traditional academic semesters such as mini-mesters and half terms.)

**J. School/Personal Property**

Students are expected to take care of all school property, not limited to textbooks, equipment, or facilities. Failure to take proper care of textbooks or not returning the books will result in fines being levied for book repair or replacement. Students who damage school property or equipment will be responsible for the repair of said property.

**a. LOST AND FOUND**

Lost and Found is located at the front office.

Students are directed not to bring expensive jewelry, or excessive cash

Students are cautioned about taking pocketbooks, jewelry, and other valuables to the gym during physical education class, athletic practices, or other events.

ULHS and its employees will not be responsible for such items nor guarantee their safety.

**K. Selective Service Registration:**

Upson-Lee High School male students who are within 30 days of becoming 18 years old must register with the Selective Service. The student may register online ([www.sss.gov](http://www.sss.gov)) or through the Post Office. It's the law.

**L. Sex and AIDS Education:**

As a part of the Georgia Performance Standards both Sex Education and AIDS Education are taught through various courses at Upson-Lee High. If a parent does not wish for a child to receive instruction in Sex Education, AIDS Education, or both, the parent must write a letter to the principal requesting that the child not participate in any Sex Education instruction or AIDS Education instruction. No child will be academically penalized for not participating in this instruction if the parent has filed a written request with the principal.

**M. Voter Registration:**

Upson-Lee High School encourages all students not only to register but also to vote in all elections. If you are 17 ½ or older and would like to register to vote, contact your principal. Voter registration announcements will also be made periodically during the school year.

**N. Senior Fees:**

Each senior student is required to pay senior fees. Senior fees will purchase the following items: Cap, gown, tassel, diploma and diploma cover. Diplomas will be held after graduation until senior fees are paid. Senior fees will be paid directly to the company that distributes these items. Any senior who wishes to attend the senior picnic must pay an additional \$20.00 to the ULHS senior class sponsor. Failure to pay senior picnic fees will prohibit students from attending the senior picnic.

*Fifth year or more seniors will not be allowed to attend the senior picnic without administrative approval.*

**O. Student Dress Code:**

Upson-Lee High School Students Dress Code begins before you walk in the main doors and includes the Courtyard. (Hats may be worn in the courtyard only.)

Students should be following the dress code before walking through the school doors. This will also include the courtyard. Students at Upson-Lee High School are expected to dress in a manner appropriate for school. Student dress should not have the effect of attracting the unreasonable attention of other students or otherwise cause disruption or interference with the operation of the

school. The principal or other duly authorized school official shall determine whether any mode of dress results in such interference or disruption. All students shall attend school dressed in the following required attire. Violation of dress code may result in ISS or OSS.

**a. PANTS AND SLACKS:**

- Jeans/pants must be worn at the student's natural waist.
- Jean/pants must be of appropriate length and waist size to fit the student.
- Pants worn with holes or frays can be worn provided the top garment extends beyond the fingertips when arms are held loosely by their side.
- No coveralls can be worn.
- Leggings can be worn provided the student's bottom portion, both front and back, are covered with a top garment.

**b. SHORTS:**

- Shorts can be no shorter than six (6) inches above the knee cap. This includes athletic shorts, such as Nike, Under Armour, and others that are above the 6-inch rule.
- No spandex, biking shorts, or cut-offs.

**c. SKIRTS, DRESSES AND JUMPERS:**

- No shorter than six (6) inches above the knee cap. The 6-inch rule applies to the entire hem. (all around)
- The 6-inch rule applies with leggings.
- Top of open pleat, vent or slit can be no more than six (6) inches above the kneecap.
- Jumpers must be worn with shirts or blouses.

**d. SHIRTS AND BLOUSES:**

- Shirts cannot be worn below hip level. Any shirts worn below hip level will need to be tucked.
- Tops and blouses must have straps at least two inches at top seam.
- All sleeveless tops must fit the armpit.
- The midriff must be covered always.

**e. SHOES:**

- Shoes must be worn always.
- No bedroom shoes are allowed.

**f. PENALTIES FOR DRESS CODE VIOLATIONS:**

- First Offense: Warning by Administrator (contact parent for change of clothing)
- Second Offense: Final warning by Administrator (contact parent for change of clothing)
- Third Offense: 1 day of ISS
- Fourth Offense: 3 days of ISS
- Fifth Plus Offense: 1 day of OSS

**g. OTHER:**

- Students may wear earrings in their ears and nose. Only stud earrings should be worn in their nose.
- No other body piercing is allowed.
- No trench coats will be allowed.
- NO CHAINS of any kind will be allowed.

**h. NOT PERMITTED:**

- Tank tops, tube tops, midriff tops, halter tops, no low cut or revealing tops
- Not more than one item of camouflage-type clothing may be worn at a time (jacket, or pants, or top).
- Hats, caps, or any other head covering.
- Sunglasses
- Bandanas
- Blankets
- Inappropriate symbols, signs, messages, or pictures. Included could be goods or services prohibited by law such as alcohol, tobacco, and controlled substances; gang related clothing; swastikas, sexually suggestive clothing, and other clothing that could be disruptive.
- Spandex clothing
- Extremely tight-fitting clothing
- Clothing that is sexually or morally suggestive (including profanity).
- Hair and face paint that is deemed disruptive
- No spiked jewelry.
- Caps/Hats with fish hooks worn on them

- No Pajamas

**P. PROHIBITED ITEMS:**

- Collector cards, playing cards and dice
- Tobacco and alcohol products of any kind, including lighters, etc.
- Knives of any length
- Laser light pens
- Skateboards are not allowed on school property
- Hair pick in hair
- Mace/pepper spray
- Over-the-ear headphones
- Any items that may disrupt the daily operations of the school not listed above
- JUUL Pods, JUULs, E-Cigarettes, and Vaping paraphernalia are considered prohibited items and will be confiscated and disposed of; the prohibited items will not be returned to the student or guardian regardless of the student's age or ownership of the prohibited items.

**Q. Cheating:**

Cheating is prohibited at Upson-Lee High School. Cheating may include but is not limited to, such things as copying another student's homework, copying another student's answers on a test, plagiarizing a paper, using a "cheat sheet" during a test, or giving answers to another student during a test. Cheating can be also identified as the use of electronic devices to take pictures and/or transfer any answer document information to other students. Further, it can include any other activities that are designed to substitute someone else's work for that of a student who will receive credit for the work. Any behavior that is intellectually dishonest must be avoided and is prohibited. Students who are found to be cheating or to have cheated will be subject to strict disciplinary action by the teacher/and or school administration. These consequences will include loss of credit for any assignments, tests, or other items on which the student cheated in addition to the administrative penalties applied. First offense for cheating: student will be given a "zero", the teacher will contact parents, and the student will receive an office referral. Second offense: 1 - 2 days of ISS. Third offense: 2 to 5 days ISS. Having a cell phone out, talking, being out of assigned seat, and other disruptions are testing violations and may or may not be cheating offenses.

**R. Prom:**

ANY STUDENT WITH MORE THAN 40 CLASS ABSENCES/ 10 TARDIES WILL NOT BE ALLOWED TO ATTEND THE PROM. Students will be held accountable up to the prom. Students with more than 40 absences/ 10 tardies may appeal to the prom attendance committee to attend the prom. Suspension days' count as absences.

- Upon approval by the Principal fifth year or more seniors can attend the prom only if invited with the purchase of a ticket.
- All students are required to purchase a ticket to attend the prom. A prom ticket will admit one person. The cost per person is \$30.00 and is due by: February 12<sup>th</sup>, 2021. After February 12<sup>th</sup>, 2021 the cost increases to \$60.00.
- Prom dates are subject to the same Extracurricular Code of Conduct as our students. Student or date must be at least in the 9<sup>th</sup> grade and cannot be over the age of 20.
- All dates who do not attend ULHS must be pre-approved BEFORE the ticket is purchased. A form must be filled out and returned to the prom coordinator prior to the ticket being purchased.
- Only authorized students are permitted to attend the prom; no loitering allowed on premises.
- Prom Attire: Dress code applies to ULHS students and dates
  - Female:
    - Only formal wear is permitted
    - Anyone planning to wear a two piece must have it approved before wearing it to the prom.
    - Slits must not be more than six (6) inches above the knee
    - Strapless and spaghetti straps are permitted, except if cut very low in the front.
    - The back of the dress must stop at the natural waistline. It cannot be below this point.
  - Male:
    - Only formal wear is permitted
    - A shirt must be worn always

- All shirts must be tucked in always
- Only authorized students are permitted to attend the prom, no loitering allowed on premises

**S. ULHS Media Center Student Regulations:**

1. The media center is open daily from 7:30 a.m. to 3:30 p.m. Extended hours are determined in cooperation with classroom teachers and/or media specialist.
2. Students may come to the media center before and after school and during lunch without a pass. ACCESS WILL BE CONTROLLED AS NECESSARY BY STAFFING AND SPACE LIMITATIONS.
3. Students coming to the media center from a class should bring a permit signed by the teacher. The student should check in with the library personnel. The permit must be signed and returned to the teacher before the end of the period.
4. Clubs are regularly scheduled to meet in the media center on club days. During these activity periods, teachers should limit media center use to one student at a time needing to return materials or to use the media center for a specific reference purpose.
5. Rules of conduct that are observed throughout the school will also be in effect in the media center. Students are expected to use good judgment in the use of materials and equipment.
6. Conference space is available to small groups or committees with permission of a media specialist in conjunction with a teacher.
7. Any reasonable number of books may be checked out and renewed once if necessary. Students may check out books for two weeks.
8. Fines are charged to students for overdue materials. Overdue fines are ten cents per school day per book.
9. A copy machine is available for photocopying media center materials. Our policy is to make copies available to students from encyclopedias, other reference tools, and magazines in the media center collection. **DUE TO THE COST OF PAPER AND TONER, THE MEDIA CENTER CANNOT PHOTOCOPY CLASS NOTES, PERSONAL ITEMS, ETC.**
10. The Media Center is open before school for student research only, not for student study halls.
11. Computer usage policies, including the following:
  - a. No chat rooms, e-mail or registrations
  - b. Disks must be scanned
  - c. No downloading from Internet (copy/paste only)
  - d. Academic/instructional purposes only
  - e. Printing limited to a reasonable amount (See Media Specialist)
  - f. Violation of internet privileges will result in loss of privileges and code of conduct will be implemented (nine weeks/ semester/ entire year).

**T. CELL PHONES, ELECTRONIC COMMUNICATORS, OR PAGERS, IPODS, MP3'S, ELECTRONIC DEVICES (Refer to OCGA 20-2-1183)**

- a. Students will be allowed to use communication or music devices only during the below specified times:
  - i. Before the first bell rings to signal the start of the school day - 7:25 am. ( Students may have their cell phones during breakfast and lunch in the classroom.)
  - ii. During a student's designated lunch only in the cafeteria or courtyard.
  - iii. After the 3:10pm dismissal bell sounds.
- b. Any student listening to music during the specified times listed above, should do so on his/her device should do so with the use of earbuds.
- c. Students are not allowed to use their electronic devices in the hallway or any area of the school outside of the designated times and areas referenced above.
- d. The consequences below will be applied to students who violate this policy.

**Disposition:**

First Offense: Warning and confiscated until the end of the day (Parent Contacted).

Second Offense: Warning and confiscated until the end of the day (Office Referral).

Third Offense: Confiscated until end of the day (Office Referral)

(Guardian must retrieve from the front desk at ULHS)

Fourth Offense: 1 days ISS / Loss of B.Y.O.T. privileges

(Guardian must retrieve from the front desk at ULHS)

- e. Students who routinely and consistently violate the cell phone policy will be deemed as defiant. Students with a defiant disposition will be addressed accordingly.

- f. Refusal to turn in a cell phone/electronic device will result in two-day suspension. You will receive two warnings regardless of the type of electronic device! A student committing an act of misconduct not listed will be subject to the discretionary authority of the principal. Cell phones or any other type of electronic device cannot be brought into a state assessment testing site for any reason.
- g. Unauthorized recording or photos of any nature with or without consent are prohibited.
- h. Disposition: First Offense: Device is confiscated, a one-to-five-day OSS and student will lose privileges to have any type electronic device the rest of the school year.
- i. **CELLPHONE, MULTIMEDIA, AND OTHER ELECTRONIC DEVICES TAKEN FROM STUDENTS DUE TO POSSESSION AND/OR USE IN VIOLATION OF SCHOOL RULES ARE SUBJECT TO HAVING THEIR CONTENTS SEARCHED BY SCHOOL OFFICIALS.**

## **SCHOOL NURSE**

The clinic's purpose is for supervision of administering prescribed medicines and for students who become so ill while in school it is deemed that they should be sent home. No medication will be given by the clinic without a written, signed parent request and medication will not be provided. All medication (prescription and nonprescription) brought to school by parents and/or students must be taken to the clinic immediately upon arriving on campus with a note from the parent/guardian authorizing the dispensing of the medicine. The medicine should be in the original, up-to-date pharmaceutical container clearly labeled as to the student name, name of the medication, the appropriate dosage, and the time for each dose. No more than a 30-day supply of the medication can be stored in the clinic. At the prescribed time for dosage, the student should come to the clinic for the nurse to dispense the medicine. The nurse/designee is the only person certified to distribute medicine. According to policy JGCD, a student who has asthma may possess and use his/her asthma medication as prescribed while in school or at a school-sponsored activity. Students may not dispense medicine, including cough drops, to other students.

If a student becomes too ill to remain in class, the school nurse will try to reach a parent/guardian by phone and recommend that they come to school and pick up their child. That is why it is so important that we have updated, working phone numbers on every student's contact information form. Bus transportation cannot be provided to sick children. If your child is ill, please do not send him/her to school. A student who contracts a contagious disease or condition, such as pink eye, chickenpox, ringworm, impetigo, or pediculosis (head lice) will be sent home from school and must remain home until the condition or disease is corrected.

Special Education services will end when the student receives a general education High School Diploma upon meeting graduation credit requirements or upon the student's 22 birthday. If the student's 22nd birthday occurs over a school break, the last day of special education services will occur on the last day of school prior to the break.

Students being assessed using the Georgia Alternative Assessment (GAA) in grades 10 through 12+ (Class of FY21-23) will receive a general education High School Diploma upon meeting graduation credit requirements or upon their 22nd birthdays. Students in the 9th grade (Class of FY24) participating in the GAA will receive a Special Education Diploma or Certification of Completion as opposed to a general education High School Diploma.

## THOMASTON-UPSON STUDENT CODE OF CONDUCT - STUDENT INFRACTIONS AND DISCIPLINE PROCEDURES

*Note: In accordance with disciplinary procedures of the Thomaston-Upson County School System, and as required by Georgia Code (20-2-736), this publication of student behavior infractions and required or recommended dispositions is submitted for the information of school personnel, students and parents.*

### STATEMENT OF PURPOSE

The purpose of the schools within the Thomaston-Upson County School system is to provide the best learning opportunity possible. Our standards of student behavior during school hours, on school property, and at school related functions are designed to create the expectations that students will behave themselves in such a way as to facilitate a learning environment for themselves and other students.

We expect students to:

1. Respect each other
2. Respect school district employees
3. Obey student behavior policies adopted by the Board of Education
4. Obey rules established by individual schools

Good order and discipline may be described as the absence of distractions and disturbances, which interfere with the optimum functioning of the student, the classroom, the school, school related functions, and the safe operation of school buses. It is also the presence of a friendly, yet businesslike, rapport in which students and school personnel work cooperatively toward mutually accepted goals. We ask your cooperation in sharing this responsibility for maintaining a proper learning environment.

Included in this Code of Conduct are prohibited behaviors and consequences for such behaviors. The Thomaston-Upson County Board of Education's Code of Conduct was designed and created to comply with the progressive discipline processes set forth in O.C.G.A. § 20-2-736 and Thomaston-Upson Board of Education Policy JCDA – Student Code of Conduct.

### ADDITIONAL BEHAVIOR REQUIREMENTS

The District may impose campus, classroom, or club/organization rules in addition to those found in the student handbook. These rules may be listed in the student and campus handbooks, be posted or distributed in classrooms, or be published in extracurricular handbooks, state or national organization bylaws, and/or constitutions. Sponsors and coaches of extracurricular activities may require and enforce additional standards of conduct for student participation in extracurricular activities.

Organizational standards of behavior concerning an extracurricular activity are independent of the Student Code of Conduct. Violations of these standards of behavior that are also violations of the Student Code of Conduct may result in disciplinary actions being taken against the student, including but not limited to, the student being removed from participation in extracurricular activities, exclusion from school honors, suspension and expulsion for violation of the Student Code of Conduct.

The Code of Conduct governs students' behavior on school grounds, off school grounds at a school activity, off school grounds at a non-school activity, or anywhere the misconduct leads to a disruption of school or any other violation of the Student Code of Conduct, en route to and from schools, or any school-sponsored activity, on the bus, and at the bus stop.

**For ULHS, any student who receives fifteen (15) or more days of suspension (in-school or out-of-school) for disciplinary reasons within one school year may be recommended to a Disciplinary Hearing for possible long-term suspension or expulsion.**

## INTRODUCTION TO STUDENT DISCIPLINE PROCEDURES

### SECTION I: PROGRESSIVE DISCIPLINE

Progressive discipline processes will be utilized by schools and the school system in order to create the expectation that the degree of discipline will be in proportion to the severity of the behavior, as well as consideration given to each student's previous discipline history and other relative factors. All due process procedures required by federal and state law will be followed.

### SECTION II: INVESTIGATION AND NOTIFICATION PROCEDURES

1. A teacher must document a student's violation of the student code of conduct within one school day of the incident. The report will be filed with the principal (or designee), and shall describe the student's behavior.



2. Following an appropriate investigation of the alleged infraction, the principal (or designee) will make a determination regarding disposition.
3. Within a timely manner after determining a disposition, the principal (or designee) will send to the student's parents or guardian a copy of the report and information relative to the student support services being utilized or the disciplinary action taken upon completion of the investigation. The principal (or designee) will make a reasonable attempt to confirm receipt of such written notification by the student's parents or guardians. Written notification will include information regarding how the student's parents or guardians may contact the principal (or designee).
4. The principal (or designee) will notify the referring teacher of the action taken.

### **SECTION III: DUE PROCESS RIGHTS FOR STUDENTS RELATIVE TO ADMINISTRATIVE INVESTIGATIONS**

In all cases, the rights of individuals involved will be ensured and protected. Within that statement, however, students and parents/guardians must realize that the due process rights of students during administrative investigations are defined relative to proposed dispositions to be imposed by the school's administration. Namely, if a principal (or designee) is planning to impose a punishment amounting to less than a ten-day suspension, he/she has three responsibilities to the student (*Goss v. Lopez*, 1975):

1. Notify the student of the charge;
2. Provide an explanation of the evidence collected; and
3. Extend an opportunity to the student to answer to that charge.

*If the principal (or designee) is seeking to impose a punishment that will exceed a ten-day suspension, he/she must also afford the student a due process discipline hearing before a panel or hearing officer.*

### **SECTION IV: STUDENT SEARCHES**

To maintain order and discipline on school property or property being used by the school/School System, and to protect the safety and welfare of students and school personnel, school authorities may conduct searches of both school and personal property as provided for in laws, procedures, and policies. Additionally, school authorities may seize any illegal, unauthorized or contraband materials discovered in said searches.

Student vehicles located on or near campus as well as student possessions such as pocketbooks, book bags, school lockers, desks, containers, and other school property may be subject to random inspection and search at any time without further notice to parents. Such searches may be conducted by school authorities or police canines. An individual student may be searched if there is reasonable suspicion that the student is in possession of an item that is illegal or in violation of school rules.

### **SECTION V: ILLEGAL ACTS**

Parents and students should be aware that in some instances, an offense may constitute a violation of Georgia Law. As a result of any resulting violation of law, any court having jurisdiction may impose additional sanctions.

### **SECTION VI: REPORTING OF THREATENING BEHAVIOR OR ILLEGAL/SUSPICIOUS ITEMS AT SCHOOL**

Any threat (expressed or implied) by any individual which if carried out would pose a potential danger to the life and safety of students and/or staff members or the destruction of property should be regarded and treated seriously. Any student who receives or has knowledge of information concerning such a threat should immediately report that information to a school administrator or staff member.

*Students should notify an administrator or staff member when illegal or suspicious items, dangerous items or other items banned from school are found in the school building, on the school campus, or on the school bus. Students are advised not to pick up or handle illegal, dangerous, banned or unidentified items, or items not belonging to them.*

### **SECTION VII: SUSPENSION/EXPULSION OF STUDENTS WITH IDEA SERVICES**

1. **Guidelines for suspension / expulsion of students receiving special education services:** Students receiving special education services under the Individuals with Disabilities Education Act (IDEA) can be suspended out-of-school (OSS) for a total of 10 consecutive or cumulative school days in a school year without a consideration of whether the behavior is related or not to the student's disability. If school administration is imposing an OSS for a special education student that exceeds 10 cumulative school days in a school year or is recommending a long-term suspension or expulsion, the school system will convene a

Manifestation Determination Review (MDR) to determine if the student's behavior is related to the student's disability. If the behavior is determined to be a manifestation of the student's disability OR the MDR determines that the district did not follow the IEP, the student may not be suspended out-of-school. If the behavior is found not to be related to the student's disability, the school system may impose the recommended discipline; however, the special education student will continue to receive educational services. The student's Individual Education Program (IEP) committee will determine the location of the education services.

In cases in which a student is being considered for a suspension/expulsion, and there is no record indicating the student has a disability, but the parent(s) claim the school/school system has knowledge that the student does have a disability, the school administration should notify the Director of Special Education before proceeding with the discipline process.

2. **Tribunal guidelines for student receiving special education services:** Students receiving special education services are afforded the same right to a disciplinary due process hearing before a tribunal as nondisabled students where there is a recommendation for suspension/expulsion for longer than 9 consecutive school days.
3. **Tribunal guidelines for students holding a "Section 504 Plan:"** A tribunal for a student holding a "Section 504 Plan" will only be held if:
  - (a) A Manifestation Determination Review (MDR) reviews the student's plan and determines that the behavior exhibited by the student resulting in the discipline infraction is NOT a manifestation of the student's disability AND the district followed the Section 504 Plan; or
  - (b) the student maintains his/her innocence. In these two cases, the discipline should proceed in the same manner as prescribed for a student receiving special education services, except the role of the IEP committee will be replaced with the student's Student Support Team (SST). Note: Parents should be aware that state and/or federal law may require modified disciplinary actions for special education students.

#### **SECTION VIII: UNSAFE SCHOOL CHOICE OPTION AND VIOLENT CRIMINAL OFFENSES**

Major offenses including, but not limited to, drug and weapon offenses can lead to schools being named as an "Unsafe School" according to the provisions of the State Board Rule 160-4-8-.16, UNSAFE SCHOOL CHOICE OPTION (USCO). Also, under USCO provisions, school system guidelines are in place to facilitate the timely and appropriate requested transfer of students who are victims of "violent criminal offenses" and/or students enrolled in schools determined to be "persistently dangerous" (as determined by the same State Board Rule).

#### **SECTION IX: DISCIPLINING OFF-CAMPUS STUDENT BEHAVIOR**

The authority of administrators to suspend or otherwise discipline a student is not limited to the student's on-campus conduct. Students may be suspended out-of-school or otherwise disciplined for off-campus conduct which is reasonably related to any school activity, and is contrary to the law or has an adverse impact on good order, discipline or the learning environment at the school.

#### **SECTION X: DEFINITIONS OF DISCIPLINARY / EDUCATIONAL TERMS**

**ALTERNATIVE PROGRAM:** (Grades 6-12) May be alternative to external suspension or expulsion. Students in the alternative program are not allowed to participate in school-sponsored activities. Under certain circumstances, bus transportation to the alternative program may be denied at the discretion of school authorities. The Alternative Program is located at Upson-Lee Alternative School.

**CHRONIC MISBEHAVIOR:** O.C.G.A. 20-2-765 (2010)

Any time a teacher or principal identifies a student as a chronic disciplinary problem student, the principal shall:

1. notify by telephone call and by either certified mail or statutory overnight delivery with return receipt requested or first-class mail the student's parent or guardian of the disciplinary problem,
2. invite such parent or guardian to observe the student in a classroom situation, and
3. request at least one parent or guardian to attend a conference with the principal or the teacher or both to devise a disciplinary and **Behavioral Correction Plan**.

**COUNSELING:** The Thomaston-Upson County School System has counseling services in each school. The school counselors assist in efforts to help students focus on academic, personal, social, and career development so they achieve success in school. Counselors stress making smart choices and prepare students

to lead fulfilling and responsible lives through classroom lessons, small groups and individual counseling sessions as needed.

**DETENTION:** A requirement that the student report to a specific school location and to a designated teacher or school official to make up work missed or to receive specific instruction in behavior modification. Detention may require the student's attendance before school, after school or during scheduled class or school activity time if school officials deem removal of the student from his/her regular school schedule essential to the well-being of the student or school.

**HEARING OFFICER/PANEL:** A person or persons that, by law and through an appointment of the Superintendent, may hear predetermined student discipline proceedings. This person or persons would be authorized to rule on discipline cases when there is a recommendation for suspension/expulsion for more than nine school days.

**INDIVIDUALS WITH DISABILITIES EDUCATION ACT (IDEA):** IDEA is a United States federal law that governs how states and public agencies provide early intervention, special education, and related services to children with disabilities. It addresses the educational needs of children with disabilities from birth to age 21 in cases that involve 13 specified categories of disability.

**INDIVIDUALIZED EDUCATION PROGRAM (IEP):** IEP is a written statement for each child with a disability that is developed, reviewed and revised in a meeting in accordance with State Board Rule 160-4-7-.06.

**POSSESSION:** For purposes of this Policy and Code, possession shall be defined as the actual control or manual custody of anything which may be the subject of property for one's use, either as the owner or as the proprietor of a qualified right in it and either held personally or by another, who exercises it in one's place and name. This definition shall embrace the concept of actual possession as well as constructive possession and shall extend to items of contraband held personally by a student or maintained by a student in a space or spaces in which the student exercises control including but not limited to purses, book bags, lockers and vehicles.

**PRINCIPAL'S DISCRETION:** When a disposition notes that schools may have "principal's discretion" in dealing with an infraction, that distinction should also be interpreted as a "principal's, assistant principal's or principal's designee discretion." Some examples of Principal's discretion could include but are not limited to: Administrative Detention, Check-in Check-out, Behavior Intervention Group, Counselor referral, Parent Conference, Phone Conference, Behavior Plan.

**PROGRESSIVE DISCIPLINE:** The degree of discipline will be in proportion to the severity and/or the number of occurrences of the behavior.

**STUDENT SUPPORT TEAM (SST):** The Student Support Team (SST) is a multi-disciplinary team which utilizes a problem-solving process to investigate the educational needs of students who are experiencing academic and/or social/behavioral difficulties. SST, which is required in every Georgia public school, uses a data-driven process to plan individualized supports and interventions and the method of assessing their effectiveness.

**SUSPENSIONS:** The removal of a student from class, school, or school-sponsored events for a specified period of time. Suspensions may also include the removal of privileges such as bus transportation, student parking, or other opportunities as provided to them by the school or school system. Student suspensions are generally applied as either short-term or long-term suspensions based on the severity of the violation(s). **SHORT-TERM SUSPENSIONS** are suspensions for less than ten school days. **LONG-TERM SUSPENSIONS** are for greater than nine school days and require a due-process hearing (tribunal) before being implemented.

1. **IN-SCHOOL SUSPENSION:** Temporary removal from classes by placing students in designated area. Students will continue to do classroom work and receive credit.
2. **OUT-OF-SCHOOL SUSPENSION:** Denial to a student of the right to attend school. Absences will be registered as excused absences. Students who have been externally suspended are not permitted on any Thomaston-Upson County Schools campus or at any school function while under suspension. Alternative school students may, as determined by a tribunal, be allowed transportation shuttle privileges to/from home. Externally suspended students who return to school or attend a school function while under

expulsion/suspension may be considered to have criminally trespassed and may be prosecuted accordingly if they have not obtained and carry written permission from that Principal.

3. **SUSPENSION OF BUS PRIVILEGES:** Denial of the privilege of school System bus transportation as the result of the safety of students, bus drivers and/or materials being threatened. Discipline will be administered according to procedures in this handbook.
4. **SUSPENSION OF PARKING PRIVILEGES:** Parking is a privilege bestowed by permit which may be suspended or revoked at the Principal's discretion. Suspended and expelled students are denied parking privileges for the term of their suspension or expulsion.

**EXPULSIONS:** Removal of a student from the school system permanently, or for an extended period of time beyond the current semester. Expulsion of a student requires a due-process hearing (tribunal) as explained below. Expulsion by a tribunal from a TUCS school may be accompanied with an opportunity to attend the Alternative Program. A student expelled from a TUCS school and allowed to enroll in an Alternative Program is not eligible to participate in extra-curricular or co-curricular programs or activities at the school from which they are expelled.

**TRIBUNAL/DISCIPLINARY HEARING:** In accordance with O.C.G.A. § 20-2-751 through O.C.G.A. § 20-2-759, the definition of tribunal/disciplinary hearing is a due process hearing afforded to students where there is a recommendation for suspension / expulsion for longer than nine school days. A tribunal panel has the authority to suspend students out of school long-term or place them in the Alternative Program. All tribunals must be held no later than ten days after the beginning of the student's suspension unless: (1) the parent/guardian requests, in writing, an extension to the established deadline; (2) parent agrees to maintain student's current status until tribunal has been completed; (3) both school and parent accept this extension/continuance. Any teacher who is called as a witness by the school system shall be given notice no later than three days prior to the hearing. Thomaston-Upson County Board of Education will observe Georgia law in developing and implementing disciplinary hearings held by a disciplinary hearing officer, including the ability to honor disciplinary orders of private schools and other public schools/school systems pursuant to O.C.G.A. § 20-2-751.2.

**TRIBUNAL DEFERRAL OR WAIVER OF DISCIPLINARY HEARING:** In accordance with O.C.G.A. § 20-2-751 through O.C.G.A. § 20-2-759, reportable discipline infractions in which a tribunal is mandated by the conduct code, but the infraction does not rise to the level of seriousness that would warrant a tribunal hearing, it is permissible for the School Principal, in working with the student and parent(s)/guardian(s), to substitute a "Waiver of Disciplinary Hearing" in place of the prescribed tribunal. This waiver would involve an admission of guilt from the student, as well as an outline of the school assigned consequences which, if involving a suspension or assignment to alternative school, cannot exceed nine days. Tribunal waivers can only be initiated by the Principal.

**UNSAFE SCHOOL CHOICE OPTION (USCO):** The process of allowing students who attend a school identified as a "persistently dangerous" public school or students who become victims of a violent criminal offense while at school are allowed to transfer to a safe public school.

#### **SECTION XI: AMENDING THE DISCIPLINE CODE**

Additions or changes in the student infraction codes and the corresponding dispositions may be made as deemed necessary. If this becomes necessary, appropriate announcements will be made to all students.

#### **SECTION XII: REVIEW OF LOCAL BOARD POLICIES RELATIVE TO STUDENT DISCIPLINE**

Current School Board Policies regarding Student Discipline are available for review on the School System's website at [www.upson.k12.ga.us](http://www.upson.k12.ga.us). A copy of the following Thomaston-Upson County Schools Board Policies are located at the end of this document: JCDA: Student Code of Conduct, IFBG: Internet Acceptable Use, JCDAG: Bullying.

<b><i>Classroom-Managed Behaviors</i></b>	<b><i>Office-Managed Behaviors</i></b>
<ul style="list-style-type: none"> <li>● Arguing/Verbal Altercation</li> <li>● Cell phones/electronic devices</li> <li>● Computer Misuse (unless inappropriate in nature)</li> <li>● Classroom Disruption (minor)</li> <li>● Throwing objects</li> <li>● Defiance</li> <li>● Dress Code</li> <li>● Disrespect</li> <li>● Horseplay</li> <li>● Inappropriate Language</li> <li>● Lying</li> <li>● Insubordination</li> <li>● Profanity/Language</li> <li>● Refusal/Fail to Follow directions</li> <li>● Sleeping</li> <li>● Tardy to class</li> </ul> <p>Teachers will track minor behaviors on Student Incident Reports (SIRs) and assign teacher determined consequences.</p> <p>When a student receives the 4<sup>th</sup> SIR, teachers will complete an office referral form. The title for referral should state “SIR” and the SIR sheet should be turned in to administration. At Upson-Lee High, teachers will submit an office referral on the 3<sup>rd</sup> offense.</p> <p><b>Possible consequences:</b> Verbal warnings, Written reprimand, Note to parent, Parent contact, Student conference, and/or Loss of privileges.</p> <p>A referral due to SIRs will be documented as Repeated Offenses.</p>	<p><b>TUCS/State Discipline Matrix:</b></p> <ul style="list-style-type: none"> <li>● Alcohol (1)</li> <li>● Arson (2)</li> <li>● Battery (3)</li> <li>● Breaking &amp; Entering – Burglary (4)</li> <li>● Computer Trespass (5)</li> <li>● Disorderly Conduct (6)</li> <li>● Dress Code</li> <li>● Drugs, Except Alcohol and Tobacco (7)</li> <li>● Fighting (8)</li> <li>● Homicide (9)</li> <li>● Kidnapping (10)</li> <li>● Larceny/Theft (11)</li> <li>● Motor Vehicle Theft (12)</li> <li>● Robbery (13)</li> <li>● Sexual Battery (14)</li> <li>● Sexual Harassment (15)</li> <li>● Sex Offenses (16)</li> <li>● Threat/Intimidation (17)</li> <li>● Tobacco (18)</li> <li>● Trespassing (19)</li> <li>● Vandalism (20)</li> <li>● Weapons – Knife (22)</li> <li>● Weapons – Other (23)</li> <li>● Weapons – Handgun (25)</li> <li>● Weapons – Rifle/shotgun (26)</li> <li>● Serious Bodily Injury (27)</li> <li>● Other Firearms (28)</li> <li>● Bullying (29)</li> <li>● Other – Attendance Related (30)</li> <li>● Other – Dress Code Violation (31)</li> <li>● Academic Dishonesty (32)</li> <li>● Other Student Incivility (33)</li> <li>● Other Possession of Unapproved Items (34)</li> <li>● Gang – Related (35)</li> <li>● Repeated Offenses (36)</li> </ul> <p>Teacher will submit a referral in infinite campus. If needed, he/she will notify the office that a student is being sent to the office, or they will call for an administrator. Administrator will determine and apply consequence(s), attempt parent contact, and send a letter or referral home.</p> <p><b>Possible consequences:</b> Administrative Warning, In-School Suspension (ISS), Out-of- School Suspension (OSS), Referral to Disciplinary Tribunal, and/or Loss of privileges.</p>

**STUDENT OFFENSES - LEVEL 1**

<p><b>Academic Dishonesty (32)</b> Level 1 Is intentional receiving or providing of unauthorized assistance on classroom projects, assessments and assignments.</p>
<p><b>Alcohol (1)</b> Violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, beverages or substances represented as alcohol. Students under the or consumption of intoxicating alcoholic influence of alcohol may be included if it results in disciplinary action. Level 1 is unintentional possession of alcohol.</p>
<p><b>Battery (3)</b> Intentional touching or striking of another person to intentionally cause bodily harm resulting in no bodily injuries. (Note: The key difference between battery and fighting is that fighting involves mutual participation.) (hitting others, physical aggression, physical altercation, reckless contact with physical injury to others). Level 1 is intentional physical attack with the intent to cause bodily harm resulting in no bodily injuries.</p>
<p><b>Bullying (29)</b> Participation in written, verbal, or physical act(s) that meet(s) the definition of bullying as defined by O.C.G.A. § 20-2-751.4 (1st offense).</p>
<p><b>Disorderly Conduct (6)</b> Any act that moderately disrupts the orderly conduct of a school function, substantially disrupts the orderly learning environment but doesn't pose a threat to the health, safety, and/or welfare of students, staff or others. (Includes disruptive behaviors on school buses). (Arguing, disruption, disorderly conduct, instigating behavior, verbal altercation, stealing less than \$25, throwing objects)</p>
<p><b>Drugs, Except Alcohol &amp; Tobacco (7)</b> Unintentional possession of prescribed or over the counter medication. Does not include the possession of narcotics or any illegal drugs.</p>
<p><b>Fighting (8)</b> Mutual participation in a fight involving physical violence where there is no one main offender and intent to harm resulting in no bodily injury. (Note: The key difference between fighting and battery is that fighting involves mutual participation.)</p>
<p><b>Larceny/Theft (11)</b> The unlawful taking of property belonging to another person or entity (e.g., school) without threat, violence or bodily harm. (Note: The key difference between larceny/theft and robbery is that the threat of physical harm or actual physical harm is involved in a robbery.) Level 1 is a value between \$25 and \$100.</p>
<p><b>Other-attendance Related (30)</b> Repeated or excessive unexcused absences or tardiness; including failure to report to class, skipping class, leaving school without authorization, or failure to comply with disciplinary sanctions. (parking violation, out of area, tardy to bus stop, tardy to class, tardy to school, tardy to detention/ISS)</p>
<p><b>Other-dress Code Violation (31)</b> Violation of school dress code that includes standards for appropriate school attire. Level 1 is non-invasive and non-suggestive clothing or jewelry or other articles of personal appearance.</p>
<p><b>Other Possession Of Unapproved Items (34)</b> The use or possession of any unauthorized item disruptive to the school environment. (Note: The use of fireworks or incendiary devices must be coded as Arson.) Level 1 the possession of any unauthorized item, but does not include the possession of fireworks, matches, toy weapons, or other items that can be construed as dangerous.</p>
<p><b>Other Student Incivility (33)</b> Insubordination or disrespect to staff members or other students: Includes, but is not limited to refusal to immediately follow school staff member instructions, use of vulgar or inappropriate language, or misrepresentation of the truth. Includes major classroom disruption that stops instruction for an extended period of time and requires administrative intervention; profanity directed toward school staff; or major disruption outside classroom that requires administrative intervention. (horseplay, reckless driving)</p>
<p><b>Sexual Harassment (15)</b> Non-physical and unwelcome sexual advances, lewd gestures or verbal conduct or communication of a sexual nature; requests for sexual favors; gender-based harassment that creates an intimidating, hostile, or offensive educational or work environment. Level 1 is comments that perpetuate gender stereotypes or suggestive jokes that are not directed towards specific individual.</p>
<p><b>Sexual Offenses (16)</b> Unlawful sexual behavior, sexual contact without force or threat of force, or possession of sexually explicit images; can be consensual. Level 1 is inappropriate sexually-based physical contact including but not limited to public groping, inappropriate bodily contact, or any other sexual contact not covered in levels 2 or 3. Public groping or inappropriate bodily contact.</p>
<p><b>Tobacco Products and Paraphernalia (18)</b></p>

Possession, use, distribution, or sale of tobacco products on school grounds, at school-sponsored events, and on transportation to and from school. This includes bartering, or exchanging any tobacco product or smoking paraphernalia which includes electronic cigarettes and smoking devices. Level 1 is unintentional possession of tobacco products.

**Repeated Offenses (36)**

Collection of offenses not previously assigned a state reportable code that occurs on a single or across multiple schools days that leads to a state reportable disciplinary action. Level 1 is a collection of minor offenses.

**Weapons-knife (22)**

The unintentional possession of a knife or knife-like item without the intent to harm or intimidate.

**DISCIPLINARY ACTIONS FOR LEVEL 1 VIOLATIONS**

Engaging in or attempting to commit any LEVEL 1 offense can result in disciplinary action as outlined below.

**1st Violation:** Verbal Warning with administrative conference, or up to two days administrative detention, or In-School/Bus Suspension up to two (2) school days.

**2nd Violation:** Two days administrative detention, or In-School/Bus Suspension up to three (3) school days.

**3rd Violation:** In-School/Bus Suspension up to five (5) school days.

**4th Violation:** In-School Suspension/Bus up to five (5) school days, Out-of-School Suspension up to two (2) school days.

**5th Violation:** In-School Suspension/Bus up to five (5) school days, Out-of-School Suspension up to three (3) school days.

**6th Violation:** In-School Suspension/Bus up to five (5) school days, Out-of-School Suspension up to five (5) school days.

**7th Violation:** The student will be suspended (In-School or Out-of-School) with the matter being submitted to a Disciplinary Hearing Officer (Middle and High School) (See Section 3 Offenses).

**Additional Disciplinary Actions for LEVEL 1 Violations**

Depending on the circumstances surrounding the LEVEL 1 violation, school administrators shall have the discretion to deviate from the progressive discipline policy. If the LEVEL 1 violation warrants deviation from the progressive discipline policy, additional disciplinary actions may include phone calls made to the student's parent or guardian, an individualized behavioral contract, behavioral checklist and/or counseling, a student may be given a Verbal Warning, administrative detention, assigned to In-School Suspension for up to five (5) consecutive days or be given a Short Term Suspension or be sent to a Disciplinary Hearing for the LEVEL 1 Offense regardless of the number of previous violations.

**STUDENT OFFENSE - LEVEL 2**

<p><b>Academic Dishonesty (32)</b> Receiving or providing unauthorized assistance on classroom projects, assignments or exams. Level 2 is intentional plagiarism or cheating on a minor classroom assignment or project.</p>
<p><b>Alcohol (1)</b> Violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, beverages or substances represented as alcohol. Students under the or consumption of intoxicating alcoholic influence of alcohol may be included if it results in disciplinary action. Level 2 is under the influence of alcohol without possession.</p>
<p><b>Arson (2)</b> Unlawful and intentional damage or attempted damage to any real or personal property by fire or incendiary devices. (Note: Possession of fireworks or incendiary devices must be reported as "Possession of Unapproved Items". Level 2 is an Attempt to commit arson or use of matches, lighters or incendiary devices at school; includes but not limited to the use of fireworks. Includes but is not limited to trash can fires without damage to school property.</p>
<p><b>Battery (3).</b> Level 2 is intentional touching or striking of another person to intentionally cause bodily harm resulting in mild or moderate bodily injuries. (Note: The key difference between battery and fighting is that fighting involves mutual participation.) (hitting others, physical aggression, physical altercation, reckless contact with physical injury to others).</p>
<p><b>Bullying (29)</b> Participation in written, verbal, or physical act(s) that meet(s) the definition of bullying as defined by O.C.G.A.§ 20-2-751.4 (2nd offense).</p>
<p><b>Computer Trespass (5)</b> Use of a school computer for anything other than instructional purposes or unauthorized use of a computer or computer network with the intention of deleting, obstructing, interrupting, altering, damaging, or in any way causing the malfunction of the computer, network, program(s) or data</p>
<p><b>Disorderly Conduct (6)</b> Any act that severely disrupts the orderly conduct of a school function, substantially disrupts the orderly learning environment but doesn't pose a threat to the health, safety, and/or welfare of students, staff or others. (Includes disruptive behaviors on school buses). (Arguing, disruption, disorderly conduct, instigating behavior, verbal altercation, stealing less than \$25, throwing objects). May include a repeat action.</p>
<p><b>Drugs, Except Alcohol &amp; Tobacco (7)</b> Any medication prescribed to a student or purchased over-the-counter and not brought to the office upon arrival to school.</p>
<p><b>Fighting (8)</b> Mutual participation in a fight involving physical violence where there is no one main offender and intent to harm resulting in mild or moderate bodily injury. (Note: The key difference between fighting and battery is that fighting involves mutual participation.)</p>
<p><b>Gang-Related (35)</b> Any group of three or more students with a common name or common identifying signs, symbols, tattoos, graffiti, or attire which engage in criminal gang activity (O.C.G.A. § 16-15-3). Level 2 is wearing or possessing gang-related apparel; communicating either verbally or nonverbally to convey membership or affiliation with a gang.</p>
<p><b>Larceny/Theft (11)</b> The unlawful taking of property belonging to another person or entity (e.g., school) without threat, violence or bodily harm. (Note: The key difference between larceny/theft and robbery is that the threat of physical harm or actual physical harm is involved in a robbery.) Level 2 is a value between \$100 and \$250.</p>
<p><b>Other-dress Code Violation (31)</b> Violation of school dress code that includes standards for appropriate school attire. Level 2 is invasive and suggestive clothing or jewelry or other articles of personal appearance.</p>
<p><b>Other Possession Of Unapproved Items (34)</b> The use or possession of any unauthorized item disruptive to the school environment. (Note: The use of fireworks or incendiary devices must be coded as Arson.) Level 2 is the use of any unauthorized item, but does not include the possession of fireworks, matches, toy weapons, or other items that can be construed as dangerous.</p>
<p><b>Other Student Incivility (33)</b> Insubordination or disrespect to staff members or other students: Includes, but is not limited to refusal to immediately follow school staff member instructions, use of vulgar or inappropriate language, or misrepresentation of the truth. Includes major classroom disruption that stops instruction for an extended period of time and requires administrative intervention; profanity directed toward school staff; or major disruption outside classroom that requires administrative intervention. (horseplay, reckless driving) Level 2 is blatant insubordination or the use of inappropriate language directed towards school staff or peers; intentional misrepresentation of the truth.</p>
<p><b>Repeated Offenses (36)</b> Collection of offenses not previously assigned a state reportable code that occurs on a single or across multiple schools days that leads to a state reportable disciplinary action. Level 1 is a collection of moderate offenses.</p>
<p><b>Robbery (13)</b></p>



<p>The taking of, or attempting to take, anything of value that is owned by another person or organization under confrontational circumstances by force or threat of force or violence and/or by putting the victim in fear. (Note: The key difference between robbery and larceny/theft is that the threat of physical harm or actual physical harm is involved in a robbery) Level 2 is robbery without the use of a weapon.</p>
<p><b>Sexual Harassment (15)</b>  Non-physical and unwelcome sexual advances, lewd gestures or verbal conduct or communication of a sexual nature; requests for sexual favors; gender-based harassment that creates an intimidating, hostile, or offensive educational or work environment. Level 2 is Comments that perpetuate gender stereotypes, suggestive jokes or lewd gestures that are directed towards specific individuals or group of individuals.</p>
<p><b>Sex Offenses (16)</b>  Unlawful sexual behavior, sexual contact without force or threat of force, or possession of sexually explicit images; can be consensual. Level 2 inappropriate sexually-based behavior including but not limited to sexting, lewd behavior, possession of pornographic materials; simulated sex acts.</p>
<p><b>Threat/Intimidation (17)</b>  Any threat through written or verbal language or act which creates a fear of harm and/or conveys a serious expression of intent to harm or violence without displaying a weapon and without subjecting the victim to actual physical attack. Level 2 is Physical, verbal or electronic threat which creates fear of harm without displaying a weapon or subjecting victims to physical attack.</p>
<p><b>Tobacco Products and Paraphernalia (18)</b>  Possession, use, distribution, or sale of tobacco products on school grounds, at school-sponsored events, and on transportation to and from school. This includes bartering, or exchanging any tobacco product or smoking paraphernalia which includes electronic cigarettes and smoking devices. Level 2 involves use of or knowledgeable possession of tobacco products.</p>
<p><b>Trespassing (19)</b>  Entering or remaining on a public school campus or school board facility without authorization or invitation and with no lawful purpose for entry. (Note: The key difference between Trespassing and Breaking &amp; Entering-Burglary is that Trespassing does not include forceful entry into the school building.) Level 2 is entering or remaining on school ground or facilities without authorization and with no lawful purpose.</p>
<p><b>Vandalism (20)</b>  The willful and/or malicious destruction, damage, or defacement of public or private property without consent. Level 2 is participating in the minor destruction, damage or defacement of school property or private property without permission.</p>
<p><b>Weapons-knife (22)</b>  The possession, use, or intention to use any type of knife (without the intent to harm or intimidate).</p>
<p><b>Weapons-other (23)</b>  The unintentional possession of a weapon, other than a knife or firearm, or simile of a weapon that could produce bodily harm or fear of harm.</p>
<p><b>DISCIPLINARY ACTIONS FOR LEVEL 2 VIOLATIONS</b></p>
<p>If necessary, restitution for damage to property, theft of property or harm to any property by any means will be required. If necessary, law enforcement will be notified.</p> <p><b>1st Violation:</b> In-School Suspension/Bus up to two (2) school days, Out-of-School Suspension up to (3) school days.  <b>2nd Violation:</b> In-School Suspension/Bus up to three (3) school days, Out-of-School Suspension up to (5) school days.  <b>3rd Violation:</b> In-School Suspension/Bus up to five (5) school days, Out-of-School Suspension up to (5) school days.  <b>4th Violation:</b> In-School Suspension/Bus up to five (5) school days, Out-of-School Suspension up to (5) school days.  <b>5th Violation:</b> In-School Suspension/Bus up to five (5) school days, Out-of-School Suspension up to (5) school days.  <b>6th Violation:</b> In-School Suspension/Bus up to five (5) school days, Out-of-School Suspension up to (7) school days.  <b>7th Violation:</b> The student will be suspended (In-School or Out-of-School) with the matter being submitted to a Disciplinary Hearing Officer (Middle and High School) (See Section 3 Offenses).</p> <p style="text-align: center;"><b><u>Additional Disciplinary Actions for LEVEL 2 Violations</u></b></p> <p>Depending on the circumstances surrounding the LEVEL 2 violation, school administrators shall have the discretion to deviate from the progressive discipline policy.</p> <p>If the LEVEL 2 violation warrants deviation from the progressive discipline policy, additional disciplinary actions may include phone calls made to the student's parent or guardian, an individualized behavioral contract, behavioral checklist and/or counseling, a student may be given a verbal warning, administrative detention, assigned to In-School Suspension for up to five (5) consecutive days or be given a Short Term Suspension or be sent to a Disciplinary Hearing for the LEVEL 2 Offense regardless of the number of previous violations.</p>

**STUDENT OFFENSE - LEVEL 3**

<p><b>Academic Dishonesty (32)</b> Receiving or providing unauthorized assistance on classroom projects, assignments or exams. Level 3 is intentional plagiarism or cheating on a major exam, statewide assessment or project or the falsification of school records (including forgery).</p>
<p><b>Alcohol (1)</b> Violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or consumption of alcoholic beverages or substances represented as alcohol. Students under the or consumption of intoxicating alcoholic influence of alcohol may be included if it results in disciplinary action.</p>
<p><b>Arson (2)</b> Unlawful and intentional damage or attempted damage to any real or personal property by fire or incendiary devices. (Note: Possession of fireworks or incendiary devices must be reported as "Possession of Unapproved Items". Use of such items should be reported as Arson.) Level 3 is intentional damage as a result of arson-related activity or the use of an incendiary device. Includes but not limited to setting fires to school property.</p>
<p><b>Battery (3)</b> Level 3 is intentional physical attack with the intent to cause bodily harm resulting in severe injuries or any physical attack on school personnel; Includes any physical attack on school personnel; includes incidents serious enough to warrant calling the police or resource officer. Level 3 may be used for students that violate the school policy on battery three or more times during the same school year. (Note: The key difference between battery and fighting is that fighting involves mutual participation.)</p>
<p><b>Breaking &amp; Entering –Burglary (4)</b> Unlawful or unauthorized forceful entry into a school building or vehicle (with or without intent to commit theft). (Note: The key difference between Trespassing and Breaking &amp; Entering-Burglary is that Trespassing does not include forceful entry into the school building.)</p>
<p><b>Bullying (29)</b> Participation in written, verbal, or physical act(s) that meet(s) the definition of bullying as defined by O.C.G.A. § 20-2-751.4 (<del>2nd offense</del>)–Repeated acts as defined by O.C.G.A. § 20-2-751.4</p>
<p><b>Computer Trespass (5)</b> Use of a school computer for anything other than instructional purposes or unauthorized use of a computer or computer network with the intention of deleting, obstructing, interrupting, altering, damaging, obtaining confidential information or in any way causing the malfunction of the computer, network, program(s) or data; includes disclosure of a number, code, password, or other means of access to school computers or the school system computer network without proper authorization.</p>
<p><b>Disorderly Conduct (6)</b> Any act that severely disrupts the orderly conduct of a school function, substantially disrupts the orderly learning environment or poses a threat to the health, safety, and/or welfare of students, staff or others. Level 3 may be used for students that violate the school policy on disorderly conduct three or more times during the same school year. (Includes disruptive behaviors on school buses). (Arguing, disruption, disorderly conduct, instigating behavior, verbal altercation, stealing less than \$25, throwing objects)</p>
<p><b>Drugs, Except Alcohol &amp; Tobacco (7)</b> Unlawful use, cultivation, manufacture, distribution, sale, purchase, possession, transportation, or importation of any controlled drug or narcotic substance, or equipment or devices used for preparing or using drugs or narcotics; or any medication prescribed to a student or purchased over the-counter and not brought to the office upon arrival to school</p>
<p><b>Fighting (8)</b> Mutual participation in a fight involving physical violence where there is no one main offender and intent to harm resulting in severe bodily injury. (Note: The key difference between fighting and battery is that fighting involves mutual participation.) Level 3 may be used for students that violate the school policy on fighting three or more times during the same school year.</p>
<p><b>Gang-related (35)</b> Any group of three or more students with a common name or common identifying signs, symbols, tattoos, graffiti, or attire which engage in criminal gang activity (O.C.G.A. § 16-15-3). Level 3 is the solicitation of others for gang-membership, the defacing of school or personal property with gang-related symbols or slogans, threatening or intimidating on behalf of a gang, the requirement or payment for protection or insurance through a gang. Level 3 should be used for students who display a pattern of violating the school policy related to gang activity.</p>
<p><b>Homicide (9)</b> Killing of one human being by another</p>
<p><b>Kidnapping (10)</b> The unlawful and forceful abduction, transportation, and/or detention of a person against his/her will</p>
<p><b>Larceny/Theft (11)</b> The unlawful taking of property belonging to another person or entity (e.g., school) without threat, violence or bodily harm. (Note: The key difference between larceny/theft and robbery is that the threat of physical harm or actual physical harm is involved in a robbery.) Level 3 exceeds \$250 and may be used for students that violate the school policy on larceny/theft three of more times during the same school year.</p>
<p><b>Other-dress Code Violation (31)</b></p>

Violation of school dress code that includes standards for appropriate school attire. Level 3 is invasive and suggestive clothing or jewelry or other articles of personal appearance. Maybe used for students that violate the school dress code policy more than 3 times during a school year.

**Motor Vehicle Theft (12)** Theft or attempted theft of any motor vehicle

**Other Firearms (28)**

Firearms other than handguns, rifles, or shotguns as defined in 18 USC 921. Includes any weapon (including started gun) which will or is designed to or may readily be converted to expel a projectile by the action of any explosive; the frame or receiver of any weapon described above; any firearm muffler or firearm silencer; any destructive device, which includes any explosive, incendiary, or poison gas (i.e. bomb, grenade, rocket having a propellant charge more than 4 ounces, missile having an explosive or incendiary charge of more than ¼ ounce, mine, or similar device); any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than ½ inch in diameter; any combination or parts either designed or intended for use in converting any device into any destructive device described above, and from which a destructive device may be readily assembled. (NOTE: This does not include toy guns, cap guns, bb guns, pellet guns, or Class-C common fireworks). [Pursuant to Gun-Free Schools Act - Public Law 107-110, Section 4141]. Level 3 is intentional or unintentional possession or use of any firearms other than rifle, shotgun, or handguns (including starter pistols) and any other destructive device which includes explosives.

**Other Possession Of Unapproved Items (34)**

The use or possession of any unauthorized item disruptive to the school environment. (Note: The use of fireworks or incendiary devices must be coded as Arson.) Level 3 is the use or possession of unauthorized items including but not limited to toy guns or other items that can be construed as dangerous or harmful to the learning environment; Includes the possession of matches, lighters, incendiary devices or fireworks. The use of matches, lighters, incendiary devices or fireworks should be coded as Arson; Level 3 should be used for students who display a pattern of violating the school policy related to unapproved items.

**Other Student Incivility (33)**

Insubordination or disrespect to staff members or other students: Includes, but is not limited to refusal to immediately follow school staff member instructions, use of vulgar or inappropriate language, or misrepresentation of the truth. Includes major classroom disruption that stops instruction for an extended period of time and requires administrative intervention; profanity directed toward school staff; or major disruption outside classroom that requires administrative intervention. (horseplay, reckless driving) Level 3 is blatant and repeated insubordination or intentional misrepresentation of the truth and should be used for students who display a pattern of violating the school policy related to student incivility.

**Repeated Offenses (36)**

Collection of offenses not previously assigned a state reportable code that occurs on a single or across multiple schools days that leads to a state reportable disciplinary action. Level 1 is a collection of severe offenses.

**Robbery (13)**

The taking of, or attempting to take, anything of value that is owned by another person or organization under confrontational circumstances by force or threat of force or violence and/or by putting the victim in fear. (Note: The key difference between robbery and larceny/theft is that the threat of physical harm or actual physical harm is involved in a robbery) Level 3 is robbery with the use of a weapon.

**Serious Bodily Injury (27)**

The term "serious bodily injury" means bodily injury that involves a substantial risk of death, protracted and obvious disfigurement; or protracted loss or impairment of the function of a bodily member, organ, or mental faculty. Level 3 is infliction of "bodily harm" that dismembers, disfigures, causes permanent loss of a limb or function of an organ and causes substantial risk of death.

**Sexual Battery (14)**

Oral, anal, or vaginal penetration against the person's will or where the victim did not or is incapable of giving consent; touching of private body parts of another person either through human contact or using an object forcibly or against the person's will or where the victim did not or is incapable of giving consent

**Sexual Harassment (15)**

Non-physical and unwelcome sexual advances, lewd gestures or verbal conduct or communication of a sexual nature; requests for sexual favors; gender-based harassment that creates an intimidating, hostile, or offensive educational or work environment. Level 3 is a physical or non-physical sexual advances; requests for sexual favors; and may be used for students that violate the school policy on sexual harassment three or more times during the same school year.

**Sex Offenses (16)**

Unlawful sexual behavior, sexual contact without force or threat of force, or possession of sexually explicit images; can be consensual. Level 3 is engaging in sexual activities on school grounds or during school activities.

**Threat/Intimidation (17)**

Level 3 is school-wide physical, verbal or electronic threat which creates fear of harm without displaying a weapon or subjecting victims to physical attack. Note: Students that display a pattern of behavior that is so severe, persistent, or pervasive so as to

have the effect of substantially interfering with a student's education, threatening the educational environment, or causing substantial physical harm, threat of harm or visibly bodily harm may be coded as bullying.

**Tobacco Products and Paraphernalia (18)**

Possession, use, distribution, or sale of tobacco products on school grounds, at school-sponsored events, and on transportation to and from school. This includes bartering, or exchanging any tobacco product or smoking paraphernalia which includes electronic cigarettes and smoking devices. Level 3 involves the distribution and /or selling of tobacco products and may be used for students that violate the school policy on tobacco three or more times during the same school year.

**Trespassing (19)**

Entering or remaining on a public school campus or school board facility without authorization or invitation and with no lawful purpose for entry. (Note: The key difference between Trespassing and Breaking & Entering-Burglary is that Trespassing does not include forceful entry into the school building.) Level 3 is entering of remaining on school grounds or facilities without authorization and with no lawful purpose. Refusing to leave school grounds after a request from school personnel. Level 3 may be used for students that violate the school policy on trespassing three or more times during the same school year.

**Vandalism (20)**

The willful and/or malicious destruction, damage, or defacement of public or private property without consent. Level 3 is participation in the willful/malicious destruction, damage or defacement of school property or private property without permission and may be used for students that violate the school policy on vandalism three or more times during the same school year.

**Weapons-knife (22)**

The possession, use, or intention to use any type of knife (with the intent to harm or intimidate)

**Weapons-other (23)**

The intentional possession and use of any weapon, other than a knife or firearm, in a manner that could produce bodily harm or fear of harm. Level 3 is intentional possession or use of a weapon, other than a knife or firearm, in a manner that could produce bodily hard or fear of harm.

**Weapons-handgun (25)**

Possession of a firearm that has a short stock and is designed to be held and fired by the use of a single hand; and any combination of parts from which a firearm described above can be assembled. NOTE: This definition does not apply to items such as toy guns, cap guns, bb guns and pellet gun [Pursuant to Gun-Free Schools Act - Public Law 107-110, Section 4141]

**Weapons-rifle/Shotgun (26)**

The term "rifle" means a weapon designed or redesigned, made or remade, and intended to be fired from the shoulder and designed or redesigned and made or remade to use the energy of an explosive to fire only a single projectile through a rifled bore for each single pull of the trigger. The term "shotgun" means a weapon designed or redesigned, made or remade, and intended to be fired from the shoulder and designed or redesigned and made or remade to use the energy of an explosive to fire through a smooth bore either a number of ball shot or a single projectile for each single pull of the trigger. [Pursuant to Gun-Free Schools Act - Public Law 107-110, Section 4141]. Level 3 is intentional or unintentional possession or use of a rifle or shotgun in a manner that could produce bodily harm or fear of harm.

**Other - Possession of Unapproved Items (34)**

The use or possession of unauthorized items including but not limited to toy guns or other items that can be construed as dangerous or harmful to the learning environment; Includes the possession of matches, lighters, incendiary devices or fireworks. The use of matches, lighters, incendiary devices or fireworks should be coded as Arson; Level 3 should be used for students who display a pattern of violating the school policy related to unapproved items. Three (3) times could be considered a pattern.

**Disciplinary Actions for LEVEL 3 Violations**

If necessary, restitution for damage to property, theft of property or harm to any property by any means will be required. If necessary, law enforcement will be notified.

**1st Violation:** In-School Suspension/Bus up to (5) school days, Out-of-School Suspension up to (5) school days.

**2nd Violation:** In-School Suspension/Bus up to (7) school days, Out-of-School Suspension up to (7) school days.

**3rd Violation:** In-School Suspension/Bus up to (10) school days, Out-of-School Suspension up to (10) school days. Possible Disciplinary Tribunal.

**Additional Disciplinary Actions for LEVEL 3 Violations**

Depending on the circumstances surrounding the LEVEL 3 violation, school administrators shall have the discretion to deviate from the progressive discipline policy. If the LEVEL 3 violation warrants deviation from the progressive discipline policy, additional disciplinary actions may include phone calls made to the student's parent or guardian, an individualized behavioral contract, behavioral checklist and/or counseling, a student may be given a Verbal Warning, administrative detention, assigned to In-School Suspension for up to five (5) consecutive days or be given a Short Term Suspension or be sent to a Disciplinary Hearing for the LEVEL 3 Offense regardless of the number of previous violations.

## THOMASTON-UPSON SCHOOL SYSTEM Student Activity Code of Conduct

### I. Introduction

The Thomaston- Upson School System has determined that participation as an athlete or student spectator in interscholastic/extracurricular activities is a privilege for students enrolled in the school system. A student participating in such activities is considered to be a school leader; and, with leadership comes additional responsibility, so students must adhere to the standards and expectations contained in the School System's Activity Code of Conduct. As such, if a student violates these standards, schools may withdraw the privilege of participating in these activities, regardless of whether the violation occurred at a school-related or non-school-related activity. Schools may also withdraw the privilege of participating in these activities if the student violations occur outside of the scope of the activity's "season"; or, beyond the scope of the school day/year.

### II. Student Infractions and Standards of Behavior

Student Infractions: Any student who commits the following infractions may be suspended or permanently dismissed from the team:

1. Hazing other students—school clubs and student organizations will not use hazing or degradation of individual dignity;
2. Missing practice, rehearsal or activities (unless excused by the coach or sponsor);
3. Truancy and/or skipping classes;
4. Acting in an unsportsmanlike manner when representing the school;
5. Violating team curfews (as established by the coach or sponsor);
6. Any behavior which results in discipline by the school administration; and,
7. Any behavior which, in the opinion of the administration, reflects in a negative manner on the team, activity, athletic program or school.

Standards and Expectations for Behavior: Students participating in interscholastic / extracurricular activities must comply with the following standards and expectations for behavior:

1. Establishing and promoting a positive self-image for the program, school and School System.
2. Exhibiting good sportsmanship.
3. Supporting team/activity rules developed by the activity's coaches or sponsors.
4. Adhering to the School System's Code of Student Conduct.
5. Observing all standards and guidelines established by the Georgia High School Association (GHSA) Constitution and by-laws.
6. Obeying local, State and Federal laws governing behavior and conduct.\*

*Note: Provisions for dealing with starred (\*) items above are contained in Section V of this document.*

### III. Dispositions for Student Infractions and Standards of Behavior

Dispositions for student infractions and violations of standards and expectations of behavior include, but are not limited to, the following:

- Additional practice or conditioning time
- Conferencing between sponsor/parent or sponsor/student athlete
- Loss of position or awards privileges
- Suspension and/or removal from team
- Spectators that are removed from any after school function may be subject to loss of admittance of other functions. Spectators will be subject to the Code of Conduct for behaviors.

### IV. Suspensions for Student Infractions and Standards of Behavior

Applying Suspensions: Relative to suspensions, progressive discipline processes will be utilized in order to create the expectation that the degree of discipline will be in proportion to the severity of the behavior, as well as consideration given to each student's previous discipline history and other relative factors.

Reporting Suspensions: Parent/guardian will be notified of the student's suspension. A suspension report will be filed with the Superintendent or designee.

## **V. Dealing with Student Arrests**

Reporting of Misdemeanor or Felony Arrests: A student (or his/her parent/guardian) is responsible for informing a school official, which may include the Principal, Athletic Director or his/her Head Coach or sponsor, of misconduct which results in a misdemeanor or felony arrest. This report must occur within five calendar days of the arrest or the student faces disciplinary action up to, and including, partial or permanent suspension.

Confirming Student Arrests: Student arrests that are verified through a reliable source (school administrator, teacher, coach/sponsor, staff member, parent of involved student, law enforcement, etc.) will be appropriately investigated by the school administration or designee.

Investigations arising from student arrests will be reviewed by a panel comprised of staff from the offending student's school, to include, but not be limited to the following: a school administrator, the school's athletic director, the coach/sponsor of the student, one additional coach/sponsor (as selected by the Principal), and one teacher (as selected by the Principal). It will be the role of this panel to review all information available as a result of the investigation and recommend potential dispositions for any confirmed infraction to the Principal for his/her consideration—it will ultimately be the responsibility of the Principal to administer discipline. The student may present a written response to the alleged infractions being presented to the panel, but the student will not be present at the panel hearing. The student's parent/guardian will be notified in writing of the panel's decisions.

The school reserves the right to suspend and/or permanently dismiss a student from all extracurricular/interscholastic programs for the remainder of their school career for misconduct, which could result in the arrest or conviction of select misdemeanor or felony crimes.

Addressing Felony Arrests and/or Convictions: Felony arrests constitute an immediate suspension from activities. Relative to that arrest, any subsequent felony conviction of a student may result in a permanent dismissal from activities.

Addressing Misdemeanor Arrests and/or Convictions: Misdemeanor arrests and/or convictions that will cause suspensions from activities may include, but are not limited to, the following areas:

- Disruption of school or school events
- Threats of violence or acts of violence against school employees or students
- Sexual Offenses
- Weapons Offenses
- Alcohol or Drug Offenses

## **VI. Duration of Code of Conduct**

The Student Activity Code of Conduct will be in effect year-round.

## **BULLYING POLICY AND REPORTING PROCEDURES**

The Thomaston-Upson Board of Education believes that all students can learn better in a safe school environment. Bullying, as the term is defined in Georgia law, of a student by another student is strictly prohibited. Bullying prevention activities are components of our advisor-advisee program, our counseling program, and our Knightly behavior guidelines. For a complete definition of bullying and the procedures to be followed, please refer to Thomaston-Upson Board Policy JCDAG. Reporting procedures for each school are in the student handbook.

The following provisions serve as administrative guidelines for schools in addressing anti-bullying provisions. In conjunction with statutory requirements contained within GA Code § 20-2-751.4, these guidelines provide school stakeholders with existing provisions regarding the School System's continued efforts to eliminate bullying within the scope of its authority and jurisdiction.

**“The Thomaston-Upson County School System expressly prohibits the bullying of any person, by any means, at school, on school property, or at school-related functions.”**

### **Defining Bullying as an Infraction**

The current School Board’s Code of Conduct defines bullying as the following:

1. Any (pattern of) willful attempts or threats to inflict injury on another person, when accompanied by an apparent present ability to do so;
2. Any intentional display of force such as that which would give the victim reason to fear or expect immediate bodily harm; or,
3. Any intentional written, verbal, or physical acts, which a reasonable person would perceive as being intended to threaten, harass or intimidate. Such acts could include causing the following:
  - a. physical or visible bodily harm;
  - b. substantial damage to property;
  - c. disruption of school;
  - d. Interference with one’s education or is so severe/persistent/pervasive that it creates an intimidating or threatening educational environment.

### **Additional Notes Relative to Identifying Bullying Behavior.**

These actions are prohibited, by any means, at school, on school property, at school bus stops or at school-related functions. This statement is inclusive of the use of technology or other equipment owned by the School System and/or located at a school for the purposes of bullying another student.

Assistance in differentiating bullying from isolated incidents of aggressive, intimidating or threatening behavior is provided by Dr. Dan Olweus (noted researcher in school bullying), who defines bullying as "repeated negative, ill-intentioned behavior by one or more students directed against a student who has difficulty defending him or herself. Most bullying occurs without any apparent provocation on the part of the student who is exposed."

### **Reporting Bullying**

Any school employee, upon becoming aware that an incident of bullying has occurred by personally witnessing the event, or through reporting by students and/or parents, will take appropriate steps to insure that school administration is aware of that incident.

There is no expectation relative to investigations made through an anonymous reporting when the accusations of bullying cannot be substantiated with other sources or witnesses.

Any student who knowingly files a false report of bullying is guilty of such and will be punished under existing disciplinary provisions. Retaliation for the reporting of bullying incidents is expressly prohibited.

### **Investigating and Documenting Bullying**

Upon receiving a report of a bullying incident, an appropriate, timely investigation will be conducted by the school’s administration.

An administrative investigation will include timely, parental notification of both the victim’s parents and the alleged aggressor’s parents; appropriate, policy-driven consequences applied to the incident if a bullying incident is determined to have occurred; a safety plan for the victimized student if a bullying incident is determined to have occurred; and, identification of the potential building (or campus) “hot spot,” so as to reduce any further potential for repeated incidents of bullying.

Relative to reporting bullying incidents, schools will maintain compliance with existing State School Board Rule.

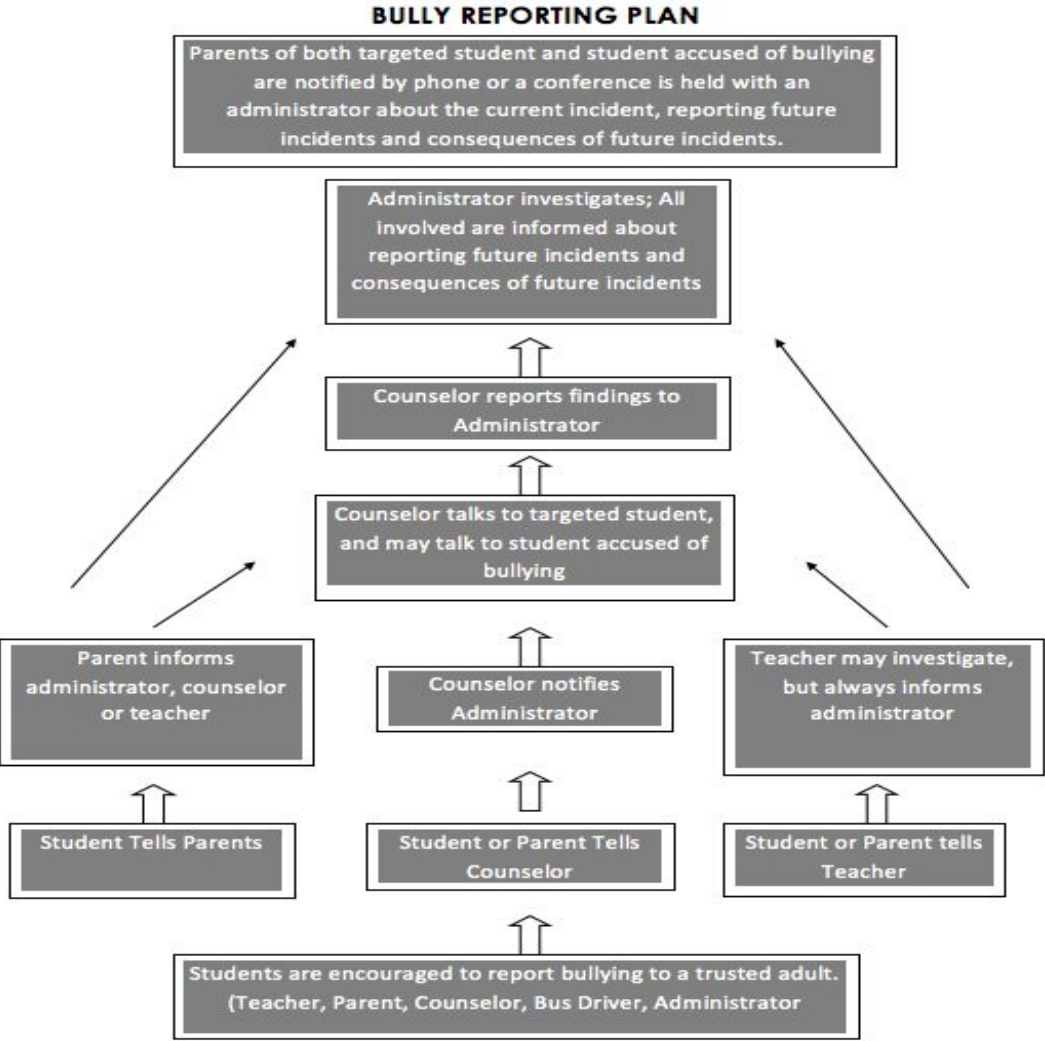
### **Developing/Implementing Bullying Prevention Activities at Local Schools**

Each school within the School System will develop, or implement an existing, school-wide bullying prevention activities based on research-based best practices.

### **Bullying Procedures Flowchart**

The Bullying Procedures Flowchart is used by school administration in determining if the conduct in question meets the definition of “bullying” under the Georgia law. All allegations of bullying should be funneled/reported

through the Principal or an administrator charged with the responsibility of handling discipline. School administration must notify the parents of the victim and the parents of the student that committed the offense.





## **BUS SAFETY, PROCEDURES, AND RULES**

Riding a school bus in the Thomaston-Upson County School System is a privilege extended to students that can be taken away at any time because of disruptive or unsatisfactory conduct. In the event of such behavior, school administrators will have the authority to suspend students from riding any Thomaston-Upson School System bus for a period of up to ten (10) consecutive days. In situations which involve serious offenses or repeated offenses, the administrator will have the opportunity to suspend students for periods of more than ten (10) days, to include the remainder of the year, with the approval of the superintendent. Disciplinary decisions for cases involving weapons, drugs, alcohol, violence, or any other offense considered to be of a serious nature will carry the same penalty as if the incident took place on the school campus.

In all cases where bus discipline problems involve students from more than one school, the administrator from each school involved will be consulted before bus discipline is assigned. A copy of bus rules will be sent home at the beginning of each school year for parents to review and sign.

For the safety and well-being of our children, Thomaston-Upson County's Transportation Department follows Georgia Department of Family and Children's Services (DFACS) guidelines in the bus delivery of younger students to their homes at the end of the school day.

Under DFACS guidelines:

- Children 8 years and younger cannot be left alone. Therefore, a bus driver must make visible contact with a parent or guardian before leaving the child at home.
- Children 9-12 years old can be left alone for up to two hours.
- Children 13 and older can be left alone without adult supervision.

In delivering younger children to their homes in the afternoon, bus drivers communicate with school personnel to determine safe drop-off conditions. Schools and parents should work collaboratively to establish procedures and requirements for children 13 or older who are medically fragile or have significant cognitive disabilities and require adult supervision at drop-off.

Should a bus driver deem they cannot leave a child in a safe situation, the driver will contact school personnel and/or parents or guardians. If necessary, the child will be returned to their home school.

Repetitive violation of the above DFACS guidelines may result in the following actions:

- Parent conference regarding student supervision
- Return the student to school administration
- Communication with and/or transportation of student to the Upson County Sheriff's Department
- Communication and referral to DFACS and/or TUCS Social Worker

Parents with questions or concerns about these guidelines may contact the TUCS Student Transportation Department, TUCS School Social Worker, or their child's school administrators.

### **BUS SAFETY RULES**

1. Students should be at the designated bus stop 5 minutes before bus arrives at the stop.
2. Bus seating is the bus driver's responsibility. Students must sit in assigned seat only, and may move only with the bus driver's permission. Students must **REMAIN SEATED** when bus is in motion-**NO STANDING!**
3. Aisles should be kept clear at all times (clear of persons and possessions).
4. Seat covers should be protected from pens or other objects that may mark or puncture. Any damages will be paid for by the student.
5. Students should always follow the bus driver's instructions, especially in the event of an emergency.
6. Eating/drinking/tobacco products (or any other school prohibited items) of any kind are prohibited on buses.
7. Proper behavior is a **LIFE OR DEATH** matter on a school bus! Listed below are some unacceptable behaviors that will result in tickets from the drivers and disciplinary actions by school administrators:
  - Immediate attention will be given to the following behaviors:
    - o Disrespectful behavior or language toward the bus driver
    - o Hitting / touching other students
    - o Any conduct that endangers the other riders
  - The following behaviors will result in the discipline process:
    - o Disruptive behavior such as horseplay, shouting, or profanity

- o Handling other students' possessions without permission
  - o Putting objects through windows, including hands and arms, or tossing items out the windows
8. If an unusual item must be transported to/from school for a project, assignment, or a regular class, the item should be placed where the driver instructs.
  9. SKATEBOARDS AND BALLOONS ARE PROHIBITED ON SCHOOL BUSES AT ALL TIMES.
  10. Students are required to bring a note signed by a school administrator or designee to get on or off the bus at any place other than their regular stop.
  11. Students shall be prohibited from using any audible electronic devices during the operation of a school bus or any other electronic device in a manner that might interfere with the school bus communications equipment or the school bus driver's operation of the school bus. The board authorizes drivers to prohibit any electronic usage by a student who is causing a disturbance with the device. The Thomaston-Upson School System will not be responsible for lost, stolen, or damaged electronic devices.
  12. Students shall be prohibited from using mirrors, lasers, flash cameras, or any other lights or reflective devices in a manner that might interfere with the school bus driver's operation of the school bus.
  13. School Dress Code will be enforced on the bus.

Note: Water is permissible on the bus during extremely hot weather at the Transportation Department's discretion.

## CONSEQUENCES

Intervention by driver:

1. Mandatory seat assignments (all students)
2. Verbal reminder
3. Talked privately with student
4. Reassigned bus seat
5. Parent/Guardian called
6. Parent/Guardian notified
7. Bus discipline form sent to administrator

Note: Major offenses can result in skipping progressive discipline above.

**Level 1 Violation:** Administrative Warning/Conference or 1-5 days bus suspension. The principal/designee will conduct an investigation with or without video to determine if this is a warranted offense.

**Level 2 Violation:** Bus Suspension 2-5 Days. The principal/designee will notify the parent/guardian that the student has been suspended from the bus for two (2) to five (5) days and that the next offense will result in suspension from the bus for five days (5) or more. The principal/designee will conduct an investigation with or without video to determine if this is a warranted offense.

**Level 3 Violation:** Bus Suspension 5 or more days. The principal/designee will notify the parent/guardian that the student has been suspended from the bus for a minimum of 10 school days to a maximum of 180 school days. The principal/designee will conduct an investigation with or without video to determine if this is a warranted offense.

Note: Any major offense referred to an administrator can result in skipping progressive discipline steps and include school consequences such as ISS, OSS, other. The principal/designee will determine the severity of offense.

## **PHYSICAL RESTRAINT GUIDELINES**

The District complies with state requirements related to restraint and seclusion as set out in Georgia SBOE Rule 160-5-1-.35. Consistent with that rule, physical restraint will be used only in situations in which the student is in immediate danger to himself/herself or others and the student is not responsive to verbal directives or other less intensive de-escalation techniques. A parent or guardian will be notified in writing each time his/her child has been restrained. The District maintains written policies and procedures governing the use of restraint.



## **Equal Opportunity Employment**







The Thomaston-Upson County Board of Education is an equal opportunity employer. As such, employment procedures and practices are to be nondiscriminatory in regards to sex, age, race, color, handicap, disability, religion, national origin, veteran status, or genetic information.

The following individuals have been designated as responsible for coordination of information and compliance with nondiscrimination law:

ADA & Section 504: Mrs. Amy Miller, Director of Special Education Titles VI, VII & IX: Ms. Julie English, Assistant Superintendent See Board Policy GAAA

See Board Policy GAAA Last Revised 10/04/2016

## UPSON-LEE HIGH SCHOOL PROJECT S.H.I.E.L.D.S. BEHAVIOR EXPECTATIONS

	<b>IN THE CLASSROOM</b>  <b>OR LAB</b>	<b>IN THE HALLWAY</b>  <b>OR OFFICE</b>	<b>IN THE RESTROOM</b>  <b>OR LOCKER ROOM</b>	<b>IN THE CAFETERIA</b>  <b>OR COURT YARD</b>	<b>DURING DISMISSAL</b> 
<p><i>We are Respectful</i></p>	<ul style="list-style-type: none"> <li>◆ I will raise my hand.</li> <li>◆ I will use positive statements.</li> <li>◆ I will refrain from using profane/vulgar language.</li> <li>◆ I will keep my hands and feet to myself.</li> </ul>	<ul style="list-style-type: none"> <li>◆ I will walk quietly.</li> <li>◆ I will use good manners with staff and others.</li> <li>◆ I will refrain from using profane/vulgar language.</li> <li>◆ I will keep my hands and feet to myself.</li> </ul>	<ul style="list-style-type: none"> <li>◆ I will report any problems to an adult.</li> <li>◆ I will keep walls graffiti-free.</li> <li>◆ I will give others privacy.</li> <li>◆ I will keep my hands and feet to myself.</li> </ul>	<ul style="list-style-type: none"> <li>◆ I will use good manners with staff and others.</li> <li>◆ I will refrain from using profane/vulgar language.</li> <li>◆ I will sit appropriately at my table.</li> <li>◆ I will keep my hands, feet, and objects to myself.</li> </ul>	<ul style="list-style-type: none"> <li>◆ I will use a quiet voice.</li> <li>◆ I will go directly to my destination.</li> <li>◆ I will keep my hands and feet to myself.</li> </ul>
<p><i>We are Responsible</i></p>	<ul style="list-style-type: none"> <li>◆ I will use my time appropriately.</li> <li>◆ I will do my best job and demonstrate pride in my work.</li> <li>◆ I will be in assigned area upon the final tardy bell.</li> </ul>	<ul style="list-style-type: none"> <li>◆ I will keep my school clean.</li> <li>◆ I will go only where I need to go.</li> <li>◆ I will have a hall pass when needed.</li> <li>◆ I will manage my time wisely during transitions.</li> <li>◆ I will watch where I am going, moving with the flow of traffic.</li> </ul>	<ul style="list-style-type: none"> <li>◆ I will keep my school clean.</li> <li>◆ I will use supplies wisely.</li> <li>◆ I will keep personal items secured.</li> </ul>	<ul style="list-style-type: none"> <li>◆ I will remember my lunch number.</li> <li>◆ I will clean up after myself.</li> <li>◆ I will take care of school property.</li> </ul>	<ul style="list-style-type: none"> <li>◆ I will have a bus pass if one is needed.</li> <li>◆ I will follow the dismissal rules.</li> <li>◆ I will know how I am getting home.</li> </ul>
<p><i>We are Ready to Learn</i></p>	<ul style="list-style-type: none"> <li>◆ I will attend school every day.</li> <li>◆ I will follow given directions and routines.</li> <li>◆ I will have my materials ready.</li> <li>◆ I will stay on task.</li> <li>◆ I will complete make-up work whenever absent.</li> </ul>	<ul style="list-style-type: none"> <li>◆ I will go to the restroom during class changes.</li> <li>◆ I will listen for directions.</li> </ul>	<ul style="list-style-type: none"> <li>◆ I will take care of business and return to</li> <li>◆ I will class quickly and quietly.</li> </ul>	<ul style="list-style-type: none"> <li>◆ I will sit quietly and wait for directions.</li> <li>◆ I will return to class after my assigned lunch.</li> </ul>	<ul style="list-style-type: none"> <li>◆ I will make sure I have everything I need to complete homework.</li> <li>◆ I will make sure I attend after-school tutoring when needed.</li> </ul>



*Shaping Honorable, Independent, Empathetic Leaders and Determined Scholars*  
**SUCCESS IS OUR ENDGAME.**