

PROCEDURES

CLASS SECURITY

Keep door locked when class is in session. If you have a lesson that requires students to leave the classroom and they must leave their materials in the classroom, please be sure to close your classroom door. We want to do everything possible to reduce the chances of personal items being stolen. If you are holding class in another location, notify an administrator, attendance office, nurse's office and the main office, so you can be located in an emergency situation.

CLASSROOM SUPERVISION AND CONDUCT

Teachers are not to leave their classes unattended. If an emergency arises, call the office for assistance in covering your class. Also, do not leave some students in the classroom while you take other students to another area.

Students are expected to be orderly while in the classroom. Stand at the door and greet students as they enter. If you are experiencing difficulty with classroom management, discuss the situation with an administrator who can help you improve your classroom management skills.

Teachers should instruct every student to cooperate in helping to maintain a clean building. Students should not be allowed to eat candy, food and/or drink beverages (other than water) in class.

CLINIC AND MEDICATION

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 written instruction for administering the medication. No medication will be provided by ULHS.** All medications (prescription and nonprescription) brought to school by 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 to the student. The medicine should be brought in the original pharmaceutical container clearly labeled as to the name of the student, name of the medication, the appropriate dosage, and the time for each dose. When the prescribed time for dosage comes, the student should come to the clinic where the nurse will dispense the medicine. At no time is the student allowed to enter the cabinet where the medicine is kept. **The nurse or her designee is the only person certified to distribute medicine.** Students may not keep medicine in their possession nor may they dispense medicine to other students under any circumstances.

When students go to the clinic for reasons other than routine medication, we will use the following procedure. The student must be sent to the clinic with a pass. If the student is too sick to return to class (as determined by the nurse), the nurse will keep the student with her until the parent arrives. The nurse will notify the front office that she has that child. Otherwise, if the nurse determines that the child can continue with classes until the parent arrives, the child will return to the regular schedule until called by the front office to go home. Under no circumstances will the clinic provide medication for students.

CONFISCATION OF STUDENT PROPERTY

The teacher or staff member collecting the item should turn it into the front office as soon as possible or at their first opportunity. It is unacceptable to send confiscated items by another student, return items at the end of the class period, or hold items in a teacher's possession overnight.

DISCIPLINE OF STUDENTS

Proper behavior is necessary for an effective learning environment.

The best way to avoid discipline issues in the classroom is to be well planned, student-centered, and to implement effective classroom management procedures.

1. Before making a referral to the office, teachers should follow the school wide discipline plan. (See Below) Do not make a referral to the office if it can be handled by the school-wide plan.
2. Students must know that the teacher is in control of the classroom and will handle the classroom discipline. Following the discipline plan sends a clear message to students that you will keep control of the classroom and handle the discipline. Relying on administrators to handle classroom management may diminish your control and result in a loss of options for all concerned.
3. Teachers must know the difference between issues that are management related and those that are discipline related.
4. Losing control in front of a student or students can cause a teacher additional problems because it empowers the students and limits a teacher’s options.
5. At no time should a teacher send a student to an administrator, administrator’s office, nor front office for misbehavior (in cases of emergency, you should press the call button to get an administrator to come to your room - otherwise write the child up at a later time) without prior approval from an administrator. The teacher should inform the student that a write up would be forthcoming.

SCHOOLWIDE DISCIPLINE PLAN

School-wide discipline is based on the use of 3 steps by a teacher in determining pre-established consequences for inappropriate behavior as part of an overall behavior modification approach to discipline.

- 1st Offense** – Parent Contact via telephone or email with a reply
- 2nd Offense** – Parent Contact via telephone or email with a reply
- 3rd Offense** – Parental Contact via telephone, email, or conference with a reply
- 4th Offense** - Office Referral

Teachers should adhere to the following procedures when administering the discipline plan:

- Documented warnings are done in a discreet manner. Also, a child should be aware of the documented warning and the behavior that prompted the warning.
- Documentation should occur in each student’s Infinite Campus contact log as a “Student Incident Report”.
- Documentation should include date, description of the offense, consequence, and communication notes.

** Teachers who have excessive classroom management problems in their classrooms will be provided professional development/training on how to better handle classroom management problems. Professional development sessions will occur at 3:30 pm with an administrator or administrative designee on a designated day.

Some offenses require immediate attention by an administrator. EX: fighting, use of profanity toward a teacher or student, verbal altercations, harassing a teacher or student, weapons and drugs.

<i>Classroom-Managed Behaviors</i>	<i>Office-Managed Behaviors</i>
<ul style="list-style-type: none"> ● Arguing/Verbal Altercation ● Cell phones/electronic devices ● Computer Misuse (unless inappropriate in nature) ● Classroom Disruption (minor) ● Throwing objects ● Defiance ● Dress Code ● Disrespect ● Horseplay ● Inappropriate Language ● Lying ● Insubordination ● Profanity/Language 	<p>TUCS/State Discipline Matrix:</p> <ul style="list-style-type: none"> ● Alcohol (1) ● Arson (2) ● Battery (3) ● Breaking & Entering – Burglary (4) ● Computer Trespass (5) ● Disorderly Conduct (6) ● Dress Code ● Drugs, Except Alcohol and Tobacco (7) ● Fighting (8) ● Homicide (9) ● Kidnapping (10)

<ul style="list-style-type: none"> ● Refusal/Fail to Follow directions ● Sleeping ● Tardy to class <p>Teachers will track minor behaviors on Student Incident Reports (SIRs) and assign teacher determined consequences.</p> <p>When a student receives the 4th 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.</p>	<ul style="list-style-type: none"> ● Larceny/Theft (11) ● Motor Vehicle Theft (12) ● Robbery (13) ● Sexual Battery (14) ● Sexual Harassment (15) ● Sex Offenses (16) ● Threat/Intimidation (17) ● Tobacco (18) ● Trespassing (19) ● Vandalism (20) ● Weapons – Knife (22) ● Weapons – Other (23) ● Weapons – Handgun (25) ● Weapons – Rifle/shotgun (26) ● Serious Bodily Injury (27) ● Other Firearms (28) ● Bullying (29) ● Other – Attendance Related (30) ● Other – Dress Code Violation (31) ● Academic Dishonesty (32) ● Other Student Incivility (33) ● Other Possession of Unapproved Items (34) ● Gang – Related (35) ● Repeated Offenses (36)
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IN-SCHOOL SUSPENSION

In-school suspension (ISS) is a discipline consequence at the discretionary use of administrators. Never threaten a student with ISS or attempt to use ISS as a disciplinary tool as only administrators may assign ISS. A teacher may of course remind a student what the possible consequences are, including ISS. Teachers should submit ISS work in a timely manner when a student is placed in ISS. ISS work should be more than what the student would normally do in the class setting.

OFFICE REFERRAL

If a student poses a threat to themselves or others, or if a student is severely disrespectful, severely insubordinate, obstinate, or belligerent, an office referral should be completed and submitted to an administrator. Administrators will call the student(s) at the first opportunity. If the situation warrants immediate action, push the call button to have an administrator summoned to your classroom to pick up the student. When sending the student is immediately necessary, always push the call button to have an administrator remove the student. When possible, isolate the student or students in class. Complete and forward the referral to the office as soon as possible.

OUT OF SCHOOL SUSPENSION

There are certain offenses for which out of school suspension (OSS) may be automatic. However, before making a decision, administrators may take into consideration many factors (**some of which a teacher may be unaware**) before deciding on the appropriate disciplinary measure.

WATER/BEVERAGES

Students are allowed to have water in a clear bottle or container. **All containers must be clear.** Soft drinks are permissible, but cannot be consumed during class.

INTERNET ACCESS

Upson-Lee High School encourages students to use the Internet as a learning and research tool. An Internet contract must be signed by both student and parent only after thoroughly reading the terms and conditions of the Thomaston-Upson County School System Acceptable Use Policy. Teachers will be notified, by the technology staff, of any student who does not have permission to use the Internet or who has not returned a form. If a student is not on the list and wants to obtain a form to take home to be signed, extra forms are available from

the technology staff. Internet access at ULHS is guarded by filtering software to help prevent access to inappropriate areas. In addition, students should be closely monitored when using the Internet. Unauthorized use of Internet sites may result in suspension of Internet use and/or disciplinary measures as outlined in the school system Acceptable Use Policy. Any completed forms should be turned into the Technology Department. All teachers should check with the technology staff prior to lessons involving the Internet.

MOVEMENT OF STUDENTS

ARRIVALS

From 7:15 AM – 7:25 AM, all students are to go directly to the gymnasium. As students arrive in the morning, staff members who notice students stopping at classrooms, restrooms, etc. should redirect students to the gymnasium. At 7:25 AM, the dismissal bell will ring for students to report to homeroom. The students will be eating a “grab and go” breakfast in homeroom. After 8:00 AM, students should be directed to the attendance office.

RESTROOMS

Occasionally, students may need to go to the restroom in emergency situations. **If a student asks to go to the restroom, please allow them to go using the pass.** If they ask on a consistent basis, then call the parent to see if they have a medical condition that we may not know about that causes them to have to use the restroom frequently. If you feel that a child is not being honest about needing to go to the restroom, call the parent and discuss it with the parent. Your administrators are always available to help with this.

STUDENTS OUT OF CLASS

A student should not be allowed out of class unless:

- A. The student is ill and needs to go to the clinic in order to call home.
- B. The student needs to use the restroom (use discretion).
- C. The student has a note or clinic pass that he/she needs to take medication that is in the clinic.
- D. The student needs to go to the Media Center for educational purposes.
- E. The teacher sends the student to the office/administrator
- F. The student is called on the intercom to report to the office.

No student should be allowed out of class without a pass. After the tardy bell rings, no student should be allowed into class without a pass. Students should carry the appropriate pass clearly visible. Students should not be sent to the office to wait for a parent, unless granted permission from an administrator or the school nurse.

SEARCHES

Teachers are not to search students or students’ personal items (i.e., book bags, purses, etc.) If you believe a search is warranted, please notify an administrator.

TEACHER WORK AREAS

Students are not to enter the teachers’ lounge, copy machine room, or teacher restrooms.

TELEPHONE USE

Students are not allowed to go to the office to make phone calls, except in the event of an emergency.

TEMPERATURE CHECKS

1. Bus drivers will check temperatures of students who ride their specific bus prior to the student being admitted onto the bus. If a student has a temperature of 100.4+, the bus has specific procedures to follow.
2. ULHS will check the temperature of car riders and student drivers prior to their entry into the building.

- a. Student Drivers - Students will have their temperature checked prior to entering the ULHS cafeteria or end of 500 hallway.
 - b. Car Riders - Prior to entering the building, students will have their temperature checked at the end of the 500 hall and ULHS front entrance.
 - c. If a student has a temperature of 100.4+ or higher, an administrator will escort the student to the designated isolation area in the school cafeteria.
 - d. Staff checking temps must wear PPE (face shield and face covering)
3. All visitors must be checked prior to entering student hallways
 - a. All visitors who will remain on the ULHS campus will have their temperature checked by either the attendance clerk or front desk clerical staff.
 4. Faculty and staff must check their temperature upon first entering ULHS.
(The temperature can be taken at home)
 - a. A table will be placed at the end of the hall at select locations.
 - b. Keep a private log ([Google Sheet](#) shared with Administrators) and report fever to admin
 - i. If a staff member has a temperature of 100.4+, the staff member will be isolated in the data room and rechecked after 10 minutes.

GENERAL INFORMATION

ABSENCES OF STAFF

Scheduled absences consist of absences related to staff development, personal leave, and medical appointments. Scheduled absences should be handled in advance through an administrator or Mrs. Clay. Please use the following procedures for unscheduled absences:

1. **Anyone needing to be absent for sickness, jury duty, personal leave, or requested professional leave is required to obtain his/her own substitute teacher. In cases where a teacher has been asked/assigned to attend a professional learning session the administrative staff will assign the substitute for the teacher.**
2. The Administrators, Media Specialist, and School Counselors should report unscheduled absences by calling the principal at 706-975-7492 before 10:30 p.m. the night before or between 6:00-7:30 a.m. on the day of needed absence. For scheduled leave, please notify or remind the principal in advance and always notify the principal's secretary - Mrs. Jennifer Clay.
3. All other certified staff should also contact an administrator as early as possible to notify him/her of any absence. For pre-scheduled leave, you should report in advance directly to an administrator. **You will be directed to acquire a sub.** Following procedure when reporting out is very important. If you have not reported out by 6:45 a.m. on the morning of the absence, you should report to work until a substitute can be obtained for you.
4. On the day of an unscheduled absence (sickness, emergency), if you realize that you will be out on the next day, you should notify the principal/secretary as early as possible.
5. All non-certified personnel should also report unscheduled absences to an administrator.
6. **Upon your return to school, always complete the proper documentation in a timely manner.**

Departments:	Administrator to Contact
Administrators, Guidance Staff, Support Personnel, and Media	Dr. Jarvis Price – (706) 975 - 1033 (c)

CTAE Department, Science, Custodians	Mr. Ricky English - (770) 550 - 2996 (c)
Foreign Language, Fine Arts, and English	Mrs. Nesha Campbell - (770) 584-4133 (c)
Special Ed. Department (including paraprofessionals) Mathematics Department	Mrs. Lesley Murphy - (706) 741-2446 (c)
Physical Education History	Mr. Matthew Bentley - (706) 975-9239 (c)

ANNOUNCEMENTS

Announcements are made twice a day: in the morning and afternoon over the intercom. Announcements may also be e-mailed to all teachers. In order to have an announcement made, teachers should fill out the Google Announcement Doc. Teachers should make sure that they type the announcement with correct grammar and it should read exactly how they want it to be read.

CHANGE OF ADDRESS/TELEPHONE NUMBER

When an employee of the Thomaston-Upson system has a change of address or telephone number, it is imperative that the school and the system receive notice of the change. Please notify in writing to Mrs. Barbie Phillips of any change in address or telephone number. This information will then be passed along to central office and entered in Infinite Campus.

CHILD ABUSE AND NEGLECT

Thomaston-Upson County Board of Education adheres to the Georgia State Board of Education procedural policy of reporting child abuse and neglect in accordance with the legal mandate (Georgia Code Section 74-111) which requires Georgia educators to report suspected child abuse and neglect to the appropriate authorities. Teachers should report suspicions to the counselor who will contact the principal. Any child under eighteen (18) years of age who is believed to have physical unjust or injuries inflicted upon him, other than accidental means, by a parent or caretaker, or has been neglected or exploited by a parent or caretaker, or has been sexually assaulted, shall be identified to a child welfare agency providing protective services. The Superintendent will be notified of all referrals on child abuse and neglect. The Assistant Superintendent/Student Services Director/School Social Worker/Visiting Teacher will be the school liaison with protective services staff of the county’s Department of Family and Children Services in relation to individual to investigative steps before finally reporting suspected cases of child abuse and neglect to the county’s Department of Family and Children Services. In order to meet legal responsibilities, reports of suspected child abuse and neglect are to be made in good faith and the education of school system personnel in the identification of child abuse and neglect will rest with the system and be coordinated by the Assistant Superintendent/Student Services Director/School Social Worker/Visiting Teacher. The following factors will be taken into account:

- The seriousness of the threat to the child’s health or safety.
- The need for the information from the child’s education records to protect the child’s health or safety.
- Whether the information is being disclosed to persons who are in a position to deal with the emergency.
- Whether time is of the essence in dealing with the emergency

Teachers/Staff should make sure suspected abuse issues are reported right away to an administrator or counselor. After school hours, teachers/staff should make every effort to contact an administrator or counselor to report an issue. An email can be sent to follow up, but should not be the preferred means of communication.

CHILDREN OF EMPLOYEES

Only children and grandchildren of employees are allowed to ride the shuttle bus to and from the schools. Childcare arrangements should be made for pre-planning, post-planning, in-service days, or professional learning time and during after school duties. (game duties, Open – House, etc.) All children of employees who arrive on the shuttle bus will have to **remain in their parents/grandparents classroom for the remainder of the school day.** Children/grandchildren of employees who arrive early or stay late should behave in a manner that does not disrupt others. Children under school age should not be visiting campus on a regular basis.

COMPUTERS/PROJECTOR

It is imperative that computers be shut down correctly. In order to shutdown the computer properly, click on the “Start” button in the lower left hand corner. Then click on “Shutdown.” When the pop-up window appears, click on “Shut Down” again and “OK.” The computer monitor(s) and projector should be turned off daily. Do not move computers from rooms. Any teacher out of the classroom for 30 minutes or longer, should turn off your projector.

CONDUCT OF STAFF

The staff of ULHS shall conduct themselves in a professional manner, mindful of their role model position and according to the professional ethics of teachers. Teachers should use extreme discretion in expressing to students, or in the presence of students, criticism of the school, school staff, school policy and procedures, or any other aspect of the school and its personnel. Teachers are expected to be familiar with and follow the teacher’s code of ethics at all times. The code of ethics may be obtained from a building level administrator.

DISCIPLINE POLICY OF STAFF

Staff members who violate policy of Upson-Lee High School and/or the Thomaston-Upson Board of Education are subject to disciplinary action up to and including dismissal. Listed below are the discipline hierarchy steps to be used (except in extreme cases where immediate termination is necessary):

- First Violation: The supervisor will give the employee a verbal warning and document the warning.
(May skip this step if deemed severe)
- Second Violation: The employee will receive a written warning, which will be placed in the employee’s file.
- Third Violation: Will involve central office personnel

If the employee is a certified staff member, the employee will receive notice of the violation and it could be reflected in their TKES. The supervisor will notify the Superintendent and Board of Education, and additional employment action up to and including suspension and/or termination may occur.

DISTANCE LEARNING : *(In the event school is closed and all students are completing assignments via distance learning)*

1. Each ULHS student will be provided with a Chromebook.
2. The student will be assigned courses with instructional support available from ULHS teachers.
3. The school nor school system will provide the student with internet access.

DRESS CODE OF STAFF

The professional employee is expected to be neat and to dress appropriately so as to reflect his/her professional position. Research reveals that the clothing worn by teachers affects the work, attitude, and discipline of students. You dress for four main effects: respect, credibility, acceptance, and authority.

The image of the entire school is influenced by what the staff members wear. Casual days are business casual dress days with the exception that jeans, outlined below, may be worn.

- Employees must dress in an appropriate, professional manner each day. Clothes must be of an appropriate length and fit. All dresses, skirts, and dress shorts must be of appropriate and professional length. If leggings are worn underneath dresses, the dress/skirt must still be of appropriate and professional length. Absolutely NO athletic shorts should be worn during school or professional learning days, with the exception of physical education teachers.
- Jeans may be worn only on designated days. When jeans are worn, they must be appropriate for a professional day. Jeans should not have holes or frays.
- Only UL spirit wear t-shirts or casual/dressy shirts should be worn to work on Professional Learning Days or designated casual days with jeans. No t-shirts and hoodies are to be worn. The exception is on designated spirit days. Physical Education teachers and custodians are allowed to wear t-shirts to work each day.
- See-through blouses, low-cut blouses or dresses, halters, spaghetti strap tops, bare midriff or strapless tops, mini- skirts, or skirts with deep slits should not be worn. Bedroom shoes and athletic slides are not appropriate.
- No clothing that is faded, dirty, excessively tight, or torn may be worn.
- Flip-flops should be dressy, sandal-type shoes. Avoid the all-plastic flip-flops. (i.e. beach or shower) (Yellow Box, Sanuk, Switch- flops, Teva, Reef, Sperry, etc. are fine.)
- Warm-ups/sweat suits should only be worn on designated warm-up/sweat suit days as stated by an administrator, with the exception of physical education teachers.
- Tank tops/halter tops are not allowed to be worn unless worn underneath another article of clothing (shirt or jacket). Low cut, revealing tops are not permitted. Appropriate undergarments must also be worn.
- Dress is casual (blue jeans that meet guidelines, shorts of an appropriate length, school/district t-shirts) during professional learning days or field days/trips.
- Self-contained special education teachers and paraprofessionals are permitted to wear scrubs.

ELECTRONIC USE POLICY

During school hours, cell phones should not be in use and should be turned on silent. Text messaging, personal phone calls, and checking or posting on social media websites should NOT occur. Disciplinary action may be taken if caught violating this rule. If you anticipate an emergency call, please notify an administrator. Computer use is limited to instructional use only except during planning. Therefore, email notification alarms should be silenced while students are present. Staff members should not use the school's e-mail for chain letters, games, or the like. **All emails sent to "ULHS" or "personnel" should be approved by administrative staff prior to sending.**

Under no circumstances are cell phones allowed to be turned on, or left on vibrate status during statewide testing times. This would designate a testing irregularity within the testing environment.

EQUIPMENT, SUPPLY, AND TELEPHONE USAGE

School equipment and supplies are for the expressed use of public school education within the confines of the school unless approved otherwise. School equipment and supplies are not to be used for personal use. It is recognized that employees must sometimes use the telephone to conduct personal business. However, personal telephone calls should be kept to a minimum and be brief in nature. The telephones are for school business and must be kept free and open for such use.

FIDUCIARY RESPONSIBILITIES

Occasionally teachers collect money from students for school related activities. Teachers have the responsibility of following all instructions regarding collection of monies, accurately accounting for all monies collected, and turning in daily all monies collected to Mrs. Phillips. Teachers will be held accountable for all monies collected on behalf of school activities. Any money collected must be receipted.

FACULTY MEETINGS

Faculty meetings will be each month as scheduled. Occasionally, called meetings will be necessary. Always check the monthly calendar for the date of the next scheduled faculty meetings. Your attendance at faculty meetings is mandatory. Notify an administrator personally if you have a conflict with a meeting.

FOOD, CANDY, GUM, & BEVERAGES

Food, candy, and gum are only allowed in the classroom when students are not present, or, when everyone is served. Soft drinks should be poured into a cup. Students are not to be sent to get food or drink items for teachers.

INJURY WHILE AT WORK

If an employee sustains an injury while at school, a Workers' Compensation form must be completed in the nurse's office **immediately**. Employees should see Mrs. Clay or Mrs. Lisa Sollenberger to complete a Workers' Compensation form.

JURY DUTY

If an employee is called for Jury Duty, he/she should complete an absentee form, and select jury duty as the reason for absence. Check on the form "Jury Duty."

LOUNGE

The teacher's lounge is for the comfort of members of the staff and their guests. Please do not instruct students to enter the lounge to buy snacks or drinks, or to use the phone. When using the phone in the lounge, please minimize the length of your calls as you are using a business line. Also, be mindful of using the lounge phone for a conference call with a parent or guardian when others are in the lounge.

MAILBOXES

Please check your mailbox twice daily. (Mornings, planning block, or during lunch break)

MAINTENANCE REQUESTS

All maintenance requests should be written or emailed to Mrs. Clay, Mr. English, or Mr. Bentley. Each day maintenance request will be prioritized and completed as soon as possible. However, if you do not receive a timely response, please see an administrator.

MATERNITY LEAVE

Teachers needing maternity leave should notify the Principal's office in writing as to the length and date of their expected maternity leave. This must be accomplished at least sixty (60) days in advance.

MOMENT OF REFLECTION

1. In compliance with Georgia Law (SB 396, amending OCGA 20-2-1050), at the opening of school on every school day in each classroom, the teacher in charge shall conduct a brief period of quiet reflection for not more than sixty seconds with the participation of all the pupils.
2. This moment of quiet reflection is not intended to be a religious service or exercise but shall be considered as an opportunity for silent reflection on the anticipated activities of the day.
3. Teachers and administrators shall not suggest or imply that students should or should not use the moment of reflection for prayer, nor shall they deny any student the right to use it for a moment of quiet prayer.
4. Students and/or staff may not, under any circumstances, use the moment of quiet reflection to audibly pray.

At ULHS, the moment of silence should follow the morning Pledge of Allegiance.

NOTICE OF NON-DISCRIMINATION

Federal law prohibits discrimination on the basis of race, color, or national origin.

(Title V) of the Civil Rights Act of 1964); sex (Title IX of the Educational amendments of 1972 and the Carl D. Perkins Vocational and Applied Technology Education Act of 1990); or disability (Section 504 of the Rehabilitation Act of 1973 and The Americans with Disabilities Act of 1990) in educational programs or activities receiving federal financial assistance. Employees, students, and the general public are hereby notified that the Thomaston-Upson County Board of Education does not discriminate in any educational programs or activities or in employment policies.

Larry Derico has been designated as the administrator responsible for coordinating the Board's effort to implement the non-discriminatory policy. Inquiries concerning the application of the Perkins Act, Title VI, Title IX, or Section 504 and ADA to the policies and practices of the Thomaston-Upson Board of Education may be addressed to the Thomaston-Upson County Board of Education, 205 Civic Center Drive, Thomaston, Georgia, 30286; to the Regional Office for Civil Rights, Atlanta, Georgia, 30323; or to the Director, Office for Civil Rights, Education Department, Washington, DC, 20201.

PAYCHECKS

Paychecks are direct deposited into the employee's chosen or designated account. All employees may view their pay stub through Doc E Fill.

PERSONAL LEAVE

Personal leave should be requested and approved in advance. Preferably, a seven-day notice should be given, but **a three day notice is required**. In extreme emergency situations, please see the principal for prior approval. Personal leave request forms are available in the Soft Docs platform. No personal leave should be taken during pre or post planning, immediately before or immediately after a holiday or on teacher professional learning days.

INFINITE CAMPUS

Infinite Campus is the computer program that is used for report cards, attendance, and other school related functions.

SCHOOL OFFICES AND OFFICE PERSONNEL

Only personnel who are assigned to work in the office should be behind the office counter or around the desk. This will alleviate crowded workspace in the office and help the office staff conduct business faster and more efficiently. The office staff has work that often requires a quiet environment.

SIGN IN AND OUT PROCEDURES

Requests to leave campus during instructional hours will only be considered for extreme emergencies. If an emergency should arise a teacher should complete the "sign in/out log" documentation. Each teacher will be given their own log sheet to keep.

Teachers who need to leave early for college classes on a regular basis should complete a leave request with the beginning and ending dates of the class, requested time for daily departure, destination and give it to the principal.

SOCIAL MEDIA GUIDELINES

The Thomaston-Upson County School System uses social media as one of many communication tools. Our mission with social media is to share meaningful content regarding educational and extra-curricular goals,

activities, and accomplishments with parents, students, staff, and the greater community. Social media are interactive computer-mediated technologies that facilitate the creation and sharing of user generated content, such as, information, ideas, interests, photos, videos, and other forms of expression via virtual communities and networks. Social networks include, but are not limited to, Facebook, YouTube, Twitter, Instagram, Snapchat, etc.

The purpose of these guidelines is

- to protect the credibility and reputation of our school system, students, and employees
- to provide direction for employees utilizing social media, professionally and/or personally
- to ensure student rights are protected under the Federal Education Rights & Privacy Act (FERPA)

<https://echalk-slate-prod.s3.amazonaws.com/private/districts/13956/site/fileLinks/91beb303-b08b-4056-b517-c4ed42794257?AWSAccessKeyId=AKIAJSZKIBPXGFLSZTYQ&Expires=1909583186&response-cache-control=private%2C%20max-age%3D31536000&response-content-disposition=%3Bfilename%3D%22TU%2520Social%2520Media%2520Guidelines%2520Final%2520NOV2019.pdf%22&response-content-type=application%2Fpdf&Signature=KZOzKxEiZFnepq3RCSIIUJsn80s%3D>

SUPPLY REQUEST (clerical)

In order to request consumable clerical supplies such as tape, glue, paper clips, etc., please email or see Mrs. Phillips as supplies are needed. Requested supplies will be placed in your mailbox as soon as possible.

TEACHER ATTENDANCE/TARDIES

Teachers should FOB in and out daily. Teachers should not FOB in for each other. Not only is it important for staff members to be at work each day, but it is also essential for them to be on time for the safety of students and for efficient operations. All faculty and staff should report to work at their designated time. Sign in times will be monitored. Reports will be generated and placed in your box at the end of each month. Faculty and staff with ten or more tardies can be given an unsatisfactory score on the TKES/end of the year evaluation. If you anticipate being late, please notify an administrator by phone, email, or text.

Faculty Tardy Procedure for Cumulative Tardies

1. 3 tardies: Verbal reminder and documentation from administrator.
2. 6 tardies: Verbal or written conference. Documentation of conference in TKES
3. 10+ tardies: Formal letter of directive addressing tardies, communication regarding tardies, and number of tardies. Level 2 or lower rating on standards for Professionalism and/or Communication TKES/LKES, NI for non-TKES certified, or Plan for Improvement for Classified. Letter is forwarded to Dr. Jeff Kelly.

Technology Issues

First Layer Support – DIY! - Each person is encouraged to seek training and help to make themselves competent and capable in the everyday use and maintenance of any technology items they use in their program or classroom. Check cable connections, switches, and recent changes in the computer or device in an attempt to resolve the problem first. Don't move the unit, open it up, or make major changes of any kind!

Second Level Support - School Helpers - Staff members are encouraged to solicit help from knowledgeable peers or school-level technology help designees to solve the problem. Again, check cables, switches, and recent changes to the computer or devices. Again, don't allow the helper to move the unit, open it up, or make major changes of any kind!

Third Level Support – Complete a Technology Support Request On-Line – The Technology Team has a process for reporting technology requests so that they are aware of the problem and they will attempt to solve the issue as soon as priority and time permits. Request for computer maintenance or repair should be made on the school website. Teachers **MUST** complete a ‘Technology Support’ request listed under the ‘Employees’ tab on the website.

TOBACCO USE

Smoking or any other use of tobacco is not allowed on any Thomaston-Upson County school property as of July 1, 1997.

WORK HOURS

Regular school hours are 7:15 a.m. to 3:15 p.m. Hours during pre-planning, planning days, and post-planning are 8:00 to 4:00 with a one-hour lunch, unless noted otherwise.

The building is accessible on Saturdays from 9:00 a.m. to 2:00 p.m. and on Sundays from 1:00 to 6:00 p.m., Monday through Friday the alarm is turned on at 8:00 p.m.

WORK ROOM

The teacher workroom in the media center is provided for your use. Each individual using the workroom is responsible for proper use and care of the equipment, returning items to their proper location, and tidying your work area before leaving the room. If you are unsure of the use of any equipment, please ask the media specialist for assistance.

YEAR END PROCEDURES

During post planning, teachers receive a post-planning checklist that must be completed and turned in before leaving for the summer. The checklist indicates tasks necessary to close out the school year. As tasks are completed, the appropriate designee must initial for completion. After all tasks are completed and initialed, the checklist is then turned into Mrs. Clay.

GENERAL GUIDELINES

All rooms have posted in a clearly visible area next to the exit door evacuation maps for fire, tornado and crisis emergency. Teachers and staff will familiarize themselves with emergency procedures for fire, tornado, and crisis emergencies. **In the event of inclement weather or emergencies that prevent the opening of schools,** teachers will be notified by a predetermined telephone call list.

FIRE DRILL

See system safety plan in the Emergency Procedure Manual (Yellow Manual)

TORNADO DRILL

See system safety plan in the Emergency Procedure Manual

CAMPUS INTRUDER

See system safety plan in the Emergency Procedure Manual

BOMB THREAT AND EXPLOSION PROCEDURES

See system safety plan in the Emergency Procedure Manual

CURRICULUM AND ACADEMICS

ACADEMIC AWARDS

Students will be recognized and honored for academic achievement. The faculty is expected to attend one honors night ceremony (underclassmen or seniors). Everyone should attend the graduation exercises. If for some reason you can't attend graduation, you should see Dr. Jarvis Price.

CLASSROOM MANAGEMENT INFORMATION

Always put the child first. Create an orderly, safe, and disciplined environment. Students will do well and teachers will improve their teaching if they are in a safe, supportive culture of learning with firm, fair rules. The best way to keep students on task and avoid discipline issues in the classroom is to respect the child, be well planned, and have lessons that are student-centered. It is better to over plan than under plan. Lesson plans should incorporate an objective. Teachers should begin their classes on time, make sure instructions and directions are clear and understandable, monitor student progress continuously, and make modifications for learners as needed or required.e

COLLABORATIVE PLANNING

The purpose of collaborative planning is for members of Upson-Lee High School faculty to plan with members of like content so they might have an intentional focus on learning, which will result in continuous school improvement and student growth. Teachers (academic and co-teachers) are to plan collaboratively with their content three times a week for a minimum of 240 minutes. Please adhere to the set days, times and designated locations that have been given to you. If you are the only one teaching a prep, you will check in with the academic coaches once a week. Permission to be excused from a planning session must be received from the assistant principal of curriculum.

COMPUTER LAB PROCEDURES

When working with students in the lab, use the following guidelines:

- Have a positive attitude about the program and how it can help the students.
- Move around as much as possible and make sure students are on task and moving through the lesson.
- When you are not moving around, position yourself so that you can watch the monitors and make sure students are working and to identify students who need help.
- Watch for any opportunities to offer pointers or mental strategies. There are many occasions when you can make the process easier simply by offering a simple tip.
- The teacher must remain with the students in the lab.
- Teachers requesting a computer lab should see the media center.

CORE PLANNING

The purpose of CORE planning is to create a culture of powerful collaboration, where teachers work together in teams, engaging in a cycle of questions that promote deep understanding and increased rigor. Teachers will provide constructive feedback on assessments, units, and student data. CORE planning will take place the 2nd and 4th Tuesday of each month and will be held during planning for only core content teachers. Non-core departments will meet at other times throughout the month.

GRADING POLICY AND GUIDELINES

Universal Grading Scale:

Daily Assignments = 35%

Examples/Suggestions: Homework, Class Work Assignments/Activities, Short Constructed Responses...

Formative Assignments = 35%

Examples/Suggestions: Quizzes, Formative Tasks, In-Class Essays, Extended Constructed Responses...

Summative Assignments = 30%

Examples/Suggestions: Chapter Assessments, Unit Assessments, Summative Projects, Research Papers, Cumulative Exams...

1. All teachers are required to have a minimum of 18 grades at the end of each 9 weeks, and a minimum of 36 grades at the end of each semester. Teachers should not exceed 60 grades in a semester.
2. Within nine weeks, your grades should reflect the following number of grades: 9 Daily grades, 6 Formative grades, and 3 Summative grades (including the midterm or final exam).
3. All students will receive a 4.5-week progress report and the progress report should reflect a student's actual grade at 4.5 weeks. A minimum of 9 grades must be taken by midterm, and each grade category must be represented.
4. It is the responsibility of the 1st-block teacher to verify that all report cards are returned signed by the parents or guardian. After three days, the 1st-block teacher should submit a list to the department head of students who did not return a signed report card.
5. No report card grade may be lower than a circle 50 for the 1st 9 weeks.
6. Before the end of each grading period, a teacher should check Infinite Campus to make sure there are the right numbers of grades in each category.
7. Guardians must be notified if their student is not working to academic ability or failing the teacher's course. A teacher should make contact at mid-term in the event the student is failing and document the contact in Infinite Campus. All parent contact must be documented on the Infinite Campus platform.
8. Report cards must match permanent records and grade sheets. It is the responsibility of the teacher to complete a grade change form after grades have been stored for each grading term if a student's grade should need to be altered.
9. Grades are never to be used as a form of discipline or consequence for a student's behavior or failure to comply with rules, instructions, and/or directions.
10. Extra credit should not harm a student's average. It should only be positive and benefit a student's grade. Extra credit should not exceed 10 points for any assignment unless you have administrative approval.
11. No student should be awarded a grade higher than 100 on any individual assignment.
12. All graded material must be returned to the student in a timely manner. The following guidelines are to be followed for this reporting so that all reports are timely:
 - a. **Class work/quizzes:** posted 3 to 4 days after assigned
 - b. **Test/Essays:** posted 4 to 5 days after assigned
 - c. **Projects/Term Papers:** posted 4 to 5 days after assigned
13. Curving Grades - Curving grades is permissible with prior approval from the Assistant Principal of Curriculum.

HANDBOOK

The school will provide the first handbook that is issued to each student.

TESTS AND PROJECTS

At the beginning of each unit, teachers will create 1 summative assessment* and at least 2 formative* assessments to measure student mastery of the standards and learning objectives. This is the core tenant of Backwards Design, and it will better inform our instructional practices at Upson-Lee High School. Assessments will be turned into the AP of curriculum and instruction for approval after completing the following review and revision.

Assessments and Rubrics will be reviewed by the AP of Curriculum and peer content review teams during CORE planning, prior to assessment entry in Mastery Connect. To facilitate a quick, yet thorough, review of documents, all assessments should contain the following information:

1. Each question should be aligned to one content standard and placed on the scoring guide template. The scoring guide template will identify the question number, standard, type of question (multiple choice, T/F, or rubric criteria) and the correct answer.
2. All rubrics should contain clearly delineated points values and the criteria necessary to earn those points. Each set of rubric criteria should be aligned to content standards.

Below is the Assessment Checklist used during CORE Planning to address the 5 basic components of assessment authoring: Alignment, Rigor, Precision, Bias, and Scoring.

Elements of Assessment Design	
Alignment	Is each assessment item aligned to a content standard reflected in the unit objective sheet?
Rigor	Does the level of rigor of each assessment item match the level of rigor required for similar items on formative assessments?
	Does the assessment measure a range of student understanding (i.e. different DOK's)?
	Assessment items address the standards as rigorously as the state test, if applicable.
Precision	Are the instructions for the assessment and each assessment item precise so that students understand where and how to address the item?
	The assessment items meet the guidelines to promote validity and reliability.
Bias	Are assessment items written so they do not provide an advantage or disadvantage to any group of students because of their personal characteristics, such as race, gender, socioeconomic status, or religion?
Scoring	Does the assessment have a well-designed answer key/rubric?
	Is each standard on the assessment addressed on at least 4 assessment questions?
	Does each descriptor in the rubric include a precise description of student performance for a particular dimension and performance level before and after it?

After assessments are reviewed by peers, teams will make revisions and submit them to the AP of curriculum and instruction. Teachers will receive notification within 48 hours if any revisions need to be made, if revisions

are not needed the test is ready to administer. All summative assessments will be entered into the district Mastery Connect account by the AP of Curriculum or the department head.

*These assessments will need to be entered in the district Mastery Connect account and attached to the curriculum map.

GRADE RECORDS

Teachers' grade records are to be accurate and legible and kept in a safe place other than on computers. Codes and grading systems used by the teacher should be kept and explained along with all grades. Grade records are confidential and should be treated as such. All students who transfer during the school year will have their grades entered by the student data coordinator. Any questions concerning transfer grades, should be directed to Guidance.

GRADING SCALE

A.....	90 – 100
B.....	80 – 89
C.....	70 – 79
F.....	69 and below

GUEST SPEAKERS AND VISITORS

Guest speakers are to be scheduled through an administrator. Prior to any contact with a prospective speaker from outside school, the requesting faculty member or organization is to secure approval of the person to be invited and the subject upon which he/she is to speak. The approval is to be secured before any contact is made with the person or organization by completing a **GUEST SPEAKER FORM**. Anyone desiring a guest speaker should seek the approval of their department administrator. Administrative approval should come from Any commitment made to anyone prior to this approval is not binding upon the school. All requests for visitors observing any aspect of Upson-Lee High School must be cleared personally through an administrator. All visitors and guests must report to the main office immediately upon arrival on campus. All visitors are to obtain a Visitor's pass at the main office and are to wear it at all times while on campus.

IN-SCHOOL SUSPENSION WORK AND PROCEDURES

Students who have in-school suspension (ISS) must be sent work that is as similar as possible to the work provided in the regular classroom by 7:25 am on the day(s) of the ISS assignment. ***Students who have IEP's must have their ISS work modified accordingly and special ed. teacher in the primary area of disability must be responsible for monitoring student daily during ISS stay. Every teacher should log in on the form in ISS.*** When a student has been assigned ISS, a teacher will receive notification from the ISS Instructor. Your name, subject, and student's name should be written on the Assignment Sheet. Make sure that you send enough work. Students can complete more work in ISS than they do in the regular classroom as distractions are minimized. The work assigned for students to complete in ISS cannot be assigned in Google Classroom or require internet access. Students in ISS will not have access to Chromebooks or any electronic device. In the event a teacher does not provide appropriate work, the teacher will receive a verbal warning and a documented statement in the TKES platform.

LESSON PLANS

Lesson plans/units are required and should be placed in the hanging file outside their classroom daily. Lesson plans/units should also be updated in the content folder shared by your content AP. Teachers will work to develop rigorous lesson plans aligned to the Georgia Standards and designed using the GaDOE instructional framework design, and its three major components: an opening, work session, and closing. All teachers should use curriculum maps, Georgia Standards of Excellence, school-provided resources, and state guidance to develop the curriculum. Additionally, teachers will work collaboratively to provide measured and appropriate feedback to their peers when reviewing units during CORE planning time. The checklist shown below provides what specific points teachers will address when reviewing each others documents.

Structural:

Component	Expectation
Lesson Topic	The topics addressed in lesson plans are relevant to the standards presented on the Unit Objective Sheet.
Learning Target	The learning targets presented in each lesson are linked to content, a higher order thinking skill, and a specific product. Example: <i>The SWBAT analyze word choice to identify and explain the author's argument.</i>
Time Management/ Transitions	Each lesson has meaningful transitions, allowing for a variety of instructional activities during the 80-minute block.

Instructional:

Component	Expectation
Previous Lesson Review (Opening)	The lessons reflect activation of prior knowledge by reviewing what was learned in a previous day's lesson. The activities are explicit in their expectations.
Introduction (Opening)	In lessons, there is evidence of how the teacher will introduce the day's learning target/success criteria/ objectives. There is evidence in lessons how teachers will provide explicit instruction aligned to standard(s).
Student Practice with Teacher Guidance/Monitoring (Work Session)	In each lesson, students are given an opportunity to engage in independent or collaborative learning to demonstrate their proficiency on skills and concepts related to content standards. Lessons reflect teacher guidance by modeling, feedback, individualized instruction, and monitoring during the work session.
Assessment	During each lesson students are either formally or informally assessed with a tangible task. Meaning, teachers will have clear, student driven feedback by the end of each class block. Assessment can occur during any phase of the lesson.
Closing	Each lesson has an opportunity for students to share, assess, and justify their learning using the language of the standard.

Additional Items:

Component	Expectation
Literacy	Lessons reflect the opportunity for students to either engage in a meaningful reading or writing activity for at least 15 minutes of class time.
Vocabulary	Lessons reflect the intentional use of vocabulary and how it relates to the standard.

IEP's, RTI's, and 504's should be documented and followed. Teachers should strive to implement required modifications and make suggestions when additional modifications are needed.

The school adopted lesson plan and curriculum map templates are found in Appendix A.

LEARNING FOCUS LESSON PLANS

Learning focus lesson plans will need to be created for each week and should be placed in the hanging file outside their classroom weekly.

The school adopted learning focus lesson plan templates is found in Appendix A.

SUBSTITUTE LESSON PLANS/GUEST TEACHER FOLDER

All teachers are required to complete a Substitute Teacher Folder. The folder should be left on the teacher's desk and contain the following information:

Class Roster (a copy—not the grade book)	Daily Schedule & Assignments
Duty Schedule (bus, breakfast, lunch, etc.)	Seating Charts
Student Passes	Special Circumstances
Class Rules	Location of Classroom Materials/Manuals
Discipline – What to do if a problem occurs	Emergency Procedures
Homeroom/Attendance Procedures	Dismissal Procedures
Lunch Procedures	Names of two reliable students in each class
	Other information that might be needed

Lesson plans for substitute teachers should be very specific and include adequate work for the entire day.

EMERGENCY LESSON PLANS

All teachers should have an "Emergency Lesson Plan Folder" that contains a week's worth of lesson plans, and student activities (a class set needs to be included) that contains review materials that students can complete individually. Emergency lesson plans are due to Mrs. Campbell by 3:30 on August 16, 2019. Arrangements can be made with their collaborative planning team to coordinate work for a substitute in the event of an emergency. A substitute should have all of the information listed in the section above, and student assignments for the day with explicit instruction.

PARENT CONFERENCES, CORRESPONDENCE, AND TELEPHONE CALLS

Telephone calls concerning students should be made in privacy. Be cautious when discussing a student around other people. Teachers have access to REMIND. Some of the premium features are: voice calling, LMS integration with Google Classroom, Advanced Messaging, and Urgent Messaging.

All formal letters sent home must be approved by an administrator before sending. When holding conferences with a parent, there may be times when having a counselor or administrator present is advisable.

Whenever parent contact is made, either by telephone or conference, the teacher should document the contact in Infinite Campus. At the end of each nine weeks, your TKES evaluator will pull an Infinite Campus report with your contact log information.

APPENDIX A:

Learning Focus Time (LFT) Lesson Plan Template

Week (Specific Dates):

Monday 1st	Tuesday 2nd	Thursday 3rd	Friday 4th
<p>(Check One) Enrichment :___ Remediation:___</p> <p>(Check One) Direct Instruction : ___ Student Groups: _____</p>	<p>(Check One) Enrichment :___ Remediation:___</p> <p>(Check One) Direct Instruction : ___ Student Groups: _____</p>	<p>(Check One) Enrichment :___ Remediation:___</p> <p>(Check One) Direct Instruction : ___ Student Groups: _____</p>	<p>(Check One) Enrichment :___ Remediation:___</p> <p>(Check One) Direct Instruction : ___ Student Groups: _____</p>
<p>Focus:</p>	<p>Focus:</p>	<p>Focus:</p>	<p>Focus:</p>
<p>Standard:</p>	<p>Standard:</p>	<p>Standard:</p>	<p>Standard:</p>
<p>Activity/Assessment:</p>	<p>Activity/Assessment:</p>	<p>Activity/Assessment:</p>	<p>Activity/Assessment:</p>

UPSON-LEE HIGH SCHOOL BLOCKPLAN

Course:	Unit Name:		Date:
Learning Target (I Can Statement):	Previous Lesson Review: USA TestPrep Video Bellringer/Warm-Up Quizlet, Kahoot!, Quizziz Other: _____	Student Practice with Teacher Guidance/ Monitoring:	Assessment: Quick Quiz or Google Form Summative Test or Project Google Classroom Assignment* Writing Assignment* Lab Report* *You need to either explain the assignment or attach a copy to the plan*
	Introduction (Opening):		
Specially Designed Instruction:			Closing: Ticket-Out-The-Door Google Question Question/Answer Time Class Discussion
			Homework:

ULHS
20-21

Curriculum Map and Objectives

Content Area:

Total # of Days:

Unit Name

Dates
Assigned:

Georgia Standards of Excellence and Expectations/Objectives

Key Activities/Formative
Assessments

*(Please Write Anticipated
Dates)*

3 Pieces of Informational
Text with Lexile Measure if
available:



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