

# STUDENT HANDBOOK

## Upson- Lee Middle School

*A Georgia Lighthouse School to Watch & A Title I Reward School*

101 Holstun Drive  
Thomaston, GA 30286  
706-647-6256

Mrs. Rhonda Gulley, Principal

Assistant Principals

Dr. Jeff Kelly (6<sup>th</sup>) Mr. Erik Rechterovic (7<sup>th</sup>) Ms. Machel Graddick(8<sup>th</sup>)

### Creed

**I am capable, I am important, and I influence what happens to me.**

### Mission Statement

**Excellence in education... Everyone...Everyday**

### Vision Statement

**Our vision is to be a school in which all students achieve academic excellence in a culture that is developmentally responsive and socially equitable for all students.**

### Thomaston-Upson Board of Education Mission Statement

**Excellence in education... every individual, every day**

#### District Office Staff

Dr. Maggie Shook, Superintendent  
Dr. Mike Gatlin, Deputy Superintendent  
Dr. Larry Derico, Assistant Superintendent of  
Curriculum/Instruction and  
School Improvement Specialist  
Stan Searcy, Director of Operations  
Amy Miller, Director of Special Education  
Julie English, Director of Federal Programs, Assessment  
and School Improvement Specialist  
Jana Marks, Director of Pre-K and Student Services  
Kathy Matthews, Director of Finance  
Shelley Daniel, Director of School Nutrition  
Karen Truesdale, Director of School &  
Community Relations  
George Flowers- Director of Technology and  
UL Fine Arts Center Director

#### Board of Education Members

Steve Sadler -Chairman-District 6  
Keith Rohling-Vice Chairman -District 4  
Angeline D. McGill -District 1  
Jacqueline Hollis - District 2  
Sheila Hall- District 3  
Leon Fowler -District 5  
Jaye Eubanks -District 7

The Thomaston-Upson County Board of Education holds public meetings on the second Tuesday of each month. Please contact the Superintendent's Office or check the system website for the time and location of these meetings.

The Thomaston-Upson County School System provides quality educational programs for students. All schools in the system meet the Standards for Public Schools in Georgia, and are accredited by the Southern Association of Colleges and Schools and the Georgia Accrediting Commission.





**UPSON-LEE MIDDLE SCHOOL  
THOMASTON-UPSON COUNTY SCHOOLS  
2017-18 STUDENT HANDBOOK  
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### UPSON-LEE MIDDLE SCHOOL MASTER SCHEDULE

6th grade		7th grade		8th grade	
7:50-8:00	Homebase	7:50-8:00	Homebase	7:50-8:00	Homebase
8:00-9:30	1 <sup>st</sup> period	8:00-9:30	1 <sup>st</sup> period	8:00-9:30	1 <sup>st</sup> period
9:30-10:15	2 <sup>nd</sup> -Connections	9:30-11:00	2 <sup>nd</sup> period	9:30-11:00	2 <sup>nd</sup> period
10:15-11:30	3 <sup>rd</sup> - Connections	11:00-11:45	3 <sup>rd</sup> -Connections	11:00-12:30	3 <sup>rd</sup> period
11:00-11:30	Lunch	11:45-12:15	lunch	12:30- 1:00	lunch
11:30-1:00	4 <sup>th</sup> period	12:15-1:00	4 <sup>th</sup> - Connections	1:00-1:45	4 <sup>th</sup> - Connections
1:00-2:30	5 <sup>th</sup> period	1:00-2:30	5 <sup>th</sup> period	1:45-2:30	5 <sup>th</sup> - Connections
2:30-3:10	6 <sup>th</sup> -ELT	2:30-3:10	6 <sup>th</sup> -ELT	2:30-3:10	6 <sup>th</sup> -ELT
3:10	Begin dismissal	3:10	Begin dismissal	3:10	Begin dismissal

<u>We....</u>	<u>Use Good Manners</u>	<u>Listen and Learn</u>	<u>Make Good Choices</u>	<u>Show Respect</u>
<u>Classroom</u>	<ul style="list-style-type: none"> <li>✓ Raise your hand and wait to be called on</li> <li>✓ Arrive to class on time</li> </ul>	<ul style="list-style-type: none"> <li>✓ Complete assignments to the best of your ability</li> </ul>	<ul style="list-style-type: none"> <li>✓ Use technology only when given permission</li> <li>✓ Have required materials ready for class</li> </ul>	<ul style="list-style-type: none"> <li>✓ Mind your own business</li> <li>✓ Leave school property/materials the way you find them</li> </ul>
<u>Hallway &amp; Lockers</u>	<ul style="list-style-type: none"> <li>✓ Walk on the right side of the hall</li> </ul>	<ul style="list-style-type: none"> <li>✓ Always have your agenda</li> </ul>	<ul style="list-style-type: none"> <li>✓ Technology/ear buds put away</li> </ul>	<ul style="list-style-type: none"> <li>✓ Keep hands, feet, and objects to self</li> <li>✓ Keep area clean</li> </ul>
<u>Restroom</u>	<ul style="list-style-type: none"> <li>✓ Stand in line quietly when waiting your turn</li> <li>✓ Choose, use it, flush it</li> </ul>		<ul style="list-style-type: none"> <li>✓ Keep hands, feet, and objects to yourself</li> <li>✓ Wash your hands</li> <li>✓ Report any vandalism</li> <li>✓ Leave technology devices turned off</li> </ul>	<ul style="list-style-type: none"> <li>✓ Keep restroom clean</li> <li>✓ Respect other's privacy</li> <li>✓ Always have your agenda</li> <li>✓ Leave school property the way you find them</li> </ul>
<u>Cafeteria</u>	<ul style="list-style-type: none"> <li>✓ Keep food off the floor</li> <li>✓ Walk at all times</li> <li>✓ Use designated traffic patterns</li> </ul>	<ul style="list-style-type: none"> <li>✓ Put up technology when an adult is talking</li> <li>✓ Listen to all announcements</li> </ul>	<ul style="list-style-type: none"> <li>✓ Sit at your assigned table</li> <li>✓ Talk using indoor voices</li> </ul>	<ul style="list-style-type: none"> <li>✓ Clean up your area</li> <li>✓ Keep hands, feet, and objects to yourself</li> <li>✓ Talk only to your table</li> </ul>
<u>Morning Gym Time</u>	<ul style="list-style-type: none"> <li>✓ Talk in a conversational tone to those close to you</li> </ul>	<ul style="list-style-type: none"> <li>✓ Put technology away when being dismissed to homebase</li> </ul>	<ul style="list-style-type: none"> <li>✓ Keep hands, feet, and objects to yourself</li> <li>✓ Sit in assigned area</li> </ul>	<ul style="list-style-type: none"> <li>✓ Put trash in designated trash cans</li> </ul>
<u>Media Center</u>	<ul style="list-style-type: none"> <li>✓ Whisper at all times</li> </ul>	<ul style="list-style-type: none"> <li>✓ Always have your agenda</li> </ul>	<ul style="list-style-type: none"> <li>✓ Follow media center procedures</li> </ul>	<ul style="list-style-type: none"> <li>✓ Return materials to original locations</li> </ul>
<u>Arrival/Dismissal for Car and Bus</u>	<ul style="list-style-type: none"> <li>✓ Follow all bus rules</li> <li>✓ Follow all parking lot rules</li> </ul>		<ul style="list-style-type: none"> <li>✓ Stay in your assigned areas</li> <li>✓ Walk directly to gym or cafeteria</li> </ul>	<ul style="list-style-type: none"> <li>✓ Keep hands, feet, and objects to yourself</li> </ul>
<u>Team Time</u>	<ul style="list-style-type: none"> <li>✓ Stay in designated area</li> </ul>	<ul style="list-style-type: none"> <li>✓ Complete assignments to the best of your ability</li> </ul>	<ul style="list-style-type: none"> <li>✓ Report to your team time area</li> <li>✓ Mind your own business</li> </ul>	<ul style="list-style-type: none"> <li>✓ Keep hands, feet, and objects to yourself</li> <li>✓ Walk at all times</li> </ul>
<u>Assemblies</u>	<ul style="list-style-type: none"> <li>✓ Make eye contact with the speaker or assembly leader</li> </ul>	<ul style="list-style-type: none"> <li>✓ Use only positive responses</li> <li>✓ Listen to the speaker or assembly leader</li> </ul>		<ul style="list-style-type: none"> <li>✓ Keep hands, feet, and objects to yourself</li> <li>✓ Enter in an orderly manner</li> </ul>
<u>Field Trips</u>		<ul style="list-style-type: none"> <li>✓ Always provide the speaker/guide with your attention</li> <li>✓ Ask appropriate questions of the speaker/guide</li> </ul>	<ul style="list-style-type: none"> <li>✓ Follow all bus rules</li> </ul>	<ul style="list-style-type: none"> <li>✓ Keep hands, feet, and objects to yourself</li> <li>✓ Move in an orderly manner</li> </ul>

# Thomaston-Upson Schools 2017-18 System Calendar

July 2017						
Sunday	Monday	Tuesday	Wed.	Thursday	Friday	Saturday
						1
						2
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August 2017						
Sunday	Monday	Tuesday	Wed.	Thursday	Friday	Saturday
		PL 1	PL 2	PL 3	PL 4	5
6	PL 7	PL 8	Students' 1 <sup>st</sup> Day			12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2017						
Sunday	Monday	Tuesday	Wed.	Thursday	Friday	Saturday
						1
						2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	PL 25	26	27	28	29	30

October 2017						
Sunday	Monday	Tuesday	Wed.	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	PL 16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2017						
Sunday	Monday	Tuesday	Wed.	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December 2017						
Sunday	Monday	Tuesday	Wed.	Thursday	Friday	Saturday
						1
						2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January 2018						
Sunday	Monday	Tuesday	Wed.	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2018						
Sunday	Monday	Tuesday	Wed.	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

March 2018						
Sunday	Monday	Tuesday	Wed.	Thursday	Friday	Saturday
						1
						2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2018						
Sunday	Monday	Tuesday	Wed.	Thursday	Friday	Saturday
						1
						2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

May 2018						
Sunday	Monday	Tuesday	Wed.	Thursday	Friday	Saturday
						1
						2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2018						
Sunday	Monday	Tuesday	Wed.	Thursday	Friday	Saturday
						1
						2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

BOE approved: 1/10/2017

Students: 172 days  
Teachers: 190 days

1<sup>st</sup> semester: 82 days  
2<sup>nd</sup> semester: 90 days

## ACCESS CONTROL SYSTEM

In an effort to maintain a safe and secure environment for everyone in the Thomaston-Upson School System, our schools are equipped with electronic access control systems at each main entrance and other entrances used by teachers and staff. Access control systems at each main entrance are equipped with a camera that allows the receptionist on duty to visually inspect the person(s) requesting entry. Once student arrival concludes each morning, all entryways are locked and remain locked throughout the school day. Visitors are asked to enter the school through the main entrance, where they must interact with the receptionist before entry into school. After arriving at the main entrance, the visitor(s) must press the bell button to request entry into the building. A placard located near the door identifies the location of the bell button. Upon entry, visitors will approach the school receptionist and follow the regular

sign-in procedures. Please bring a photo ID with you when entering the building. Visitors entering the school hallways and classrooms will be provided with a visitor's badge to be worn at all times while in the school.

The U.S. Department of Education's guidelines for school security recommend limited school access points along with the implementation of a visitor control system. We are very excited to be able to offer these safety and security provisions. As always, parents and guardians are warmly welcomed at our schools, and we look forward to seeing you throughout the school year.

### **ASBESTOS MANAGEMENT PLAN**

The Thomaston-Upson School System complies with all regulations of the Environmental Protection Agency concerning asbestos containing materials. A copy of the Asbestos Management Plan is available in the Central Administration Offices at 205 Civic Center Drive.

### **ATTENDANCE**

The Thomaston-Upson School District operates under the authority of the State Board of Education Rules and laws set forth in the state of Georgia. Punctual and regular attendance is important and expected. Regular attendance in school is the joint responsibility of the student and his/her parent(s) or guardian(s). The responsibility of our district and schools is to provide each student with quality instruction and inform parents if their child is absent from school.

Upon enrollment and registration each school year, parents and guardians will be given notice of State Compulsory Attendance Law pursuant to O.C.G.A. Code 20-2-690.1. The guidelines also note location of the system website of local Board of Education school attendance policy JB and JBD. The Progressive Discipline Attendance Matrix is included in each school student handbook. The school will make reasonable efforts to ensure receipt and comprehension of the policy by requesting signatures from parents/guardians that this notice was received and understood.

Students of school age have a right to a free public school education; they have a responsibility to attend school. Regular attendance is essential if students are to benefit fully from the educational opportunities provided for them. Unless excused by their principal, students are expected to be in school on time every day and attend for a full day.

On the **FIRST DAY** students return to school from an absence, parents should provide the school with a written note explaining the reason for the absence. The note should include the date(s) of the absence, the reason(s) for the absence, and the signature of the parent or of the doctor who treated the student. If students are frequently absent and tardy, the principal may ask the parent to provide more information, such as medical documentation, about the absences, tardies, and early check-outs. A student, who has been absent more than five (5) days for illness, must present a physician's statement.

The State Legislature has recognized the importance of regular attendance by enacting a compulsory attendance law for students under the age of 16. This law requires parents or guardians to see that their children attend school, and it provides penalties for failure to do so. Penalties are also provided for anyone, including other students, who encourages or induces students to be absent or who employs or harbors a student who should be in school. The School Board employs a school social worker/visiting teacher who is authorized and required to file a petition in the Juvenile and Domestic Relations Court to obtain compliance with this law. (TU Board Policy JB)

### **EXCUSED ABSENCES**

The following are considered excused absences: illness, funeral, medical or dental appointment, and other absences for which permission has been granted in advance.

1. Personal illness or attendance in school endangers a student's health or the health of others. The Thomaston-Upson School District Board of Education may require students to present appropriate medical documentation upon return to school for the purpose of validating that the absence is an excused absence. With proper verification, a student may be eligible for hospital/homebound instruction as outlined in State Board of Education Rule 160-4-2-.31 Hospital/Homebound Instruction.
2. A serious illness or death in a student's immediate family necessitating absence from school. In the event of a serious illness in a student's immediate family, the Thomaston-Upson School District Board of Education may require students to present appropriate medical documentation regarding the family member upon return to school for the purpose of validating that the absence is an excused absence.
3. A court order or an order by a governmental agency, including pre-induction physical examinations for service in the armed forces, mandating absence from school.
4. Observing religious holidays, necessitating absence from school.
5. Conditions rendering attendance impossible or hazardous to student health or safety.
6. The Thomaston-Upson School District Board of Education may allow a period not to exceed one day for registering to vote or voting in a public election.
7. The Thomaston-Upson School District Board of Education permits a student, 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.

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

### **BOARD POLICY**

In order to read Board policy on a specific subject, please follow the steps listed below:

- Go to system web site. [www.upson.k12.ga.us](http://www.upson.k12.ga.us)
- Under “Quick Links”, choose Board of Education
- Across the top, choose Policies
- G. and J. are where most policies pertaining to students will be found.

Example: To read the policy on bullying, choose J and scroll down until you see Bullying. Click on the word to open the policy.

### **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.

### **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 consult 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, 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 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:

- Disrespectful behavior or language toward the bus driver
- Hitting / touching other students
- Any conduct that endangers the other riders

The following behaviors will result in the discipline process:

- Disruptive behavior such as horseplay, shouting, or profanity
- Handling other students' possessions without permission
- 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.**

1st Offense: **Administrative Warning or Conference**

2nd Offense: **Bus Suspension 1-3 Days.** The principal/designee will notify the parent/guardian that the student has been suspended from the bus for one (1) to three (3) days and that the next offense will result in suspension from the bus for three (3) to five days (5).

**The principal/designee will conduct an investigation with or without video to determine if this is a warranted offense.**

3rd Offense: **Bus Suspension for 3-5 Days.** The principal/designee will notify the parent/guardian that the student has been suspended from the bus for three (3) to five (5) days and could be suspended from the bus for the remainder of the school year for the next offense. **The principal/designee will conduct an investigation with or without video to determine if this is a warranted offense.**

4th Offense: **Bus Suspension for 10 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 severity of offense.**

### **BRING YOUR OWN TECHNOLOGY (BYOT)**

**Protocol for the Use of Personal Technology**

As new technologies continue to change the world in which we live, they also provide many new and positive educational benefits for classroom instruction. To encourage this growth, the school system has implemented “Bring Your Own Technology” (BYOT).

### **Definition of “Technology”**

For purposes of BYOT, “Technology” refers to any privately owned wireless and/or portable electronic device that includes, but is not limited to, existing and emerging mobile communication systems and smart technologies, portable Internet devices, Personal Digital Assistants (PDAs), hand held entertainment systems or portable information technology systems that can be used for word processing, wireless Internet access, image capture/recording, sound recording and information transmitting/receiving/storing, etc.

### **Internet**

Only the Internet gateway provided by the school district within the school may be accessed while on campus. Personal Internet connective devices, such as, but not limited to cell phones/cell network adapters with 3G or 4G data plans, are not permitted to be used to access outside Internet sources at any time using those plans.

### **Security and Damages**

Responsibility to keep the device secure rests with the individual owner. The Thomaston-Upson School System, its staff, and/or employees, are not liable for any device lost, stolen, or damaged on campus. If a device is lost, stolen, or damaged, it will be handled through the administrative office similar to other personal artifacts that are impacted in similar situations. It is recommended that skins (decals) and other custom touches be used to physically identify your device from others. Additionally, protective cases for technology are encouraged.

### **BYOT Student Agreement**

The use of technology to access educational material is not a RIGHT but a PRIVILEGE. A student does not have a RIGHT to use his or her laptop, cell phone, or other electronic device while at school. When abused, PRIVILEGES will be taken away. Students and parents/guardians participating in BYOT must adhere to the Student Code of Conduct, Internet Acceptable Use Policy, and all other Board policies.

#### **Additionally:**

- The technology is allowed for educational purposes only and to enhance the classroom experience. Teachers will decide when it may be used and for what purpose(s). The technology may only be used to access files on the computer or Internet sites that are relevant to the classroom curriculum.
- Students take full responsibility for their personal electronic/digital devices. The school/ district is not responsible for the security of the electronic devices. Additionally, students are responsible for management and trouble-shooting of their personal devices.
- The school/district is not responsible for technical support of or repairs to personal devices.
- The technology may not be used to cheat on assignments or tests or for non-instructional purposes (such as making personal phone calls and personal text/instant messaging).
- The technology may not be used to record, transmit, or post photographic images or video of a person or persons on campus during school hours and/or during school activities.

#### **Students acknowledge that:**

- Each teacher will decide if, when, and how BYOT will be used in his/her classroom in accordance with school policies and procedures.
- The school's network filters will be applied to each student's connection to the Internet, and there will be no attempts to bypass those filters.
- Bringing on premises, attempting to infect, or infecting the network with a virus, Trojan, malware, or program(s) designed to damage, alter, destroy, or provide access to unauthorized data or information is in violation of the student acceptable use policy.
- Processing or accessing information on school property related to “hacking”, altering, or bypassing network security policies is in violation of the student acceptable use policy.
- The school district has the right to collect and examine any device that is suspected of causing problems or suspected in an attack or virus infection.
- Access to student drives through the district network while using BYOT is not possible. Files may have to be saved on the C drive of the laptop, a jump drive, an external drive, to the student's Google Apps account, or to another media device.
- Printing and scanning from personal devices will not be possible at school.
- Personal devices must be in silent mode while on school campuses and while riding school buses.
- Personal technology must be charged prior to bringing it to school and must run off its own battery while at school.

A BYOT agreement will be sent home each year for student and parent signatures.

In addition to instructional times, students will be allowed to use communication or music devices during the following specified times: 1-Before the school day at 8:00, 2. During lunch in the cafeteria, and 3. At the end of the instructional school day. Students may **not** use the communication or music devices during the change of classes in the hallways. Any student listening to music on his/her device should do so with the use of ear buds. Students will be allowed to use his/her cell phone during class for instructional purposes **only** under the teachers' direction.

**Cell phones or any other type of electronic device cannot be brought into a state assessment testing sight for any reason.**



## **CHILD CUSTODY**

The Thomaston-Upson School System School will utilize the following procedures concerning child custody: In cases where one parent asks that the children not be allowed to leave the school with the other parent or grandparents, a supporting restraining order, custody paper, or other proper legal document must be on file in the child's permanent folder. The school prefers not to become involved in custodial disagreements and will work with the proper authorities to assure that the proper procedures are followed.

## **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 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 pharmaceutical container clearly labeled as to the student name, name of the medication, the appropriate dosage, and the time for each dose. 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.

## **COMPLAINTS OF DISCRIMINATION/HARASSMENT**

The School District does not discriminate on the basis of race, color, religion, national origin, disability, or gender in employment decisions or educational programs and activities, including its athletic programs. Any student, employee, applicant for employment, parent or other individual who believes he or she has been subjected to harassment or discrimination by other students or employees of the School District based upon any of the factors listed above should promptly report the same to the principal of the school or the appropriate coordinator as listed below, who will implement the Board's discriminatory complaints or harassment procedures. Students may also report harassment or discrimination to their school counselor.

### **The Title VI Coordinator is:**

Julie English, Director of Federal Program and Assessment

Address: 205 Civic Center Drive, Thomaston, Georgia 30286

Phone Number: 706-647-9621

### **The Title IX Coordinator and the Sports Equity Coordinator is:**

Dr. Larry Derico, Assistant Superintendent of Curriculum and Instruction

Address: 205 Civic Center Drive, Thomaston, Georgia 30286

Phone Number: 706-647-9621

### **The Americans with Disabilities Act Coordinator and Section 504 Coordinator is:**

Amy Miller, Director of Special Education

Address: 205 Civic Center Drive, Thomaston, Georgia 30286

Phone Number: 706-647-9621

Students and employees will not be subjected to retaliation for reporting such harassment or discrimination. A copy of the discriminatory complaints procedure under Policy JAA (Equal Educational Opportunities) or under Policy IDFA (Equity in Sports) is located on the District website at [www.upson.k12.ga.us](http://www.upson.k12.ga.us).

## **CORPORAL PUNISHMENT**

Corporal punishment may be administered by the principal or an assistant principal if, in most cases, other less severe forms of punishment have failed to correct improper behavior. The following state approved guidelines will be followed in the administering of corporal punishment:

1. The corporal punishment shall not be excessive or unduly severe. No more than three (3) licks shall be administered.
2. Corporal punishment shall never be used as a first line of punishment unless the pupil was informed beforehand that a specific behavior could occasion its use; provided, however, that corporal punishment may be used for behaviors which are so antisocial or disruptive in nature as to shock the conscious. All paddles used for corporal punishment shall be approved by the superintendent.
3. All corporal punishment shall be administered in the presence of a principal or assistant principal employed by the Thomaston-Upson Board of Education authorizing such punishment. The principal or assistant principal shall inform the student of the reason for the punishment beforehand.
4. The principal administering the corporal punishment shall provide the child's parent a written explanation of the reason for the punishment and the name of the principal or assistant principal who was present; provided, however, that such an explanation shall not be used as evidence in a subsequent civil action brought as a result of said corporal punishment.

5. Corporal punishment shall not be administered to a child whose parents or legal guardian have filed with the principal of the school a statement in writing that their child may not be paddled. A parental consent form will be sent to all parents and a copy kept on file in the principal's office.
6. Corporal punishment will not be administered to students known to be victims of physical abuse.
7. No principal or assistant principal who shall administer corporal punishment to a pupil or pupils under his/her care and supervision in conformity with this policy and in accordance also with the provisions of this law, shall, where the corporal punishment is administered in good faith and is not excessive or unduly severe, be held accountable or liable in any criminal or civil action based upon the administering of corporal punishment. (O.C.G.A. 20-2-730; 20-2-732) Thomaston-Upson BOE policy JDA)

### **COUNSELING SERVICES**

The counseling program in our schools consist of a variety of services and activities, including: individual and group counseling, parent and teacher consultation, group/classroom, advisory program guidance, information services, referral assistance to other programs and services in the community, graduation plans and student testing. Primary services of the school counselor are to provide direct assistance to students in the school. For this reason, a major portion of the counselor's day is scheduled with services for the children. The counselor is a certified professional with training in human development, learning theory, counseling and consulting, tests and measurement, career development, research and other applicable areas. If needed, please call your child's counselor to arrange an appointment.

### **DRUG FREE/TOBACCO FREE SCHOOLS**

System policy prohibits the use of all tobacco products everywhere, by everyone, 24 hours per day, 7 days per week while on school property. If a student is guilty of the sale or distribution of drugs, the student will be expelled for a minimum of one year. Reference: BOE Policy JCDAC and Admin Regulation JCDAC-R(1). All policies concerning drug offenses are listed in the Code of Conduct.

### **EMERGENCY INFORMATION FORMS**

Students are required to have on file a Student Emergency Information Form. This form is distributed on the 1<sup>st</sup> day of school and expected back within 24 hours. Should information on the form change, it is imperative that the school be notified as soon as possible.

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

FERPA is a federal privacy law that gives parents certain protections with regard to their children's education records, such as report cards, transcripts, disciplinary records, contact and family information, and class schedules. As a parent, you have the right to review your child's education records and to request changes under limited circumstances. To protect your child's privacy, the law generally requires schools to ask for written consent before disclosing your child's personally identifiable information to individuals other than you. For more information visit the U.S Dept. of Education website at:  
<http://www.ed.gov/policy/gen/guid/fpco/brochures/parents.html>

FERPA requires that the Thomaston-Upson School System with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the Thomaston-Upson School System or your child's school may disclose appropriately designated "directory information" without written consent, unless you have advised your child's school to the contrary in accordance with School System procedures. The primary purpose of directory information is to allow the Thomaston-Upson Schools to include this type of information from your child's education records in certain school publications. Examples include: The annual yearbook; honor roll or other recognition lists; directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.(1)

If you do not want the Thomaston-Upson School System/Schools to disclose directory information from your child's education records without your prior written consent, you must notify your child's school in writing designating the information you do not want released or come by the school and sign a "Do Not Release" form. The Thomaston-Upson Board of Education has designated the following information as directory information:

- Student's name, address, and telephone number;
- Student's date and place of birth;
- Student's e-mail address;
- Student's participation in clubs and sports;
- Weight and height of student if he or she is a member of an athletic team;
- Dates of attendance at the school where the student is enrolled;
- Awards received during the time enrolled;

- Photograph; and
- Grade Level.

**Footnotes:** 1. These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.

### **GEORGIA TEENAGE AND ADULT DRIVER RESPONSIBILITY ACT (TAADRA)**

Parents and students should become familiar with Georgia's Teenage and Adult Driver Responsibility Act or TAADRA (Georgia Code Section 40-5-22). The law requires local school districts to certify that **student is enrolled in and not under expulsion from a public or private school** to meet the TAADRA requirements to obtain or retain a Georgia learner's permit or driver's license. More information about TAADRA, including forms and implementation guidelines, is available on the GaDOE website.

### **GRIEVANCE**

It is the goal of the Thomaston-Upson School System to resolve all grievances informally and at the most immediate level of supervision. The student or the student's parents/guardians should present the contested matter orally to his/her teacher(s). If the teacher(s) cannot resolve the grievance, the matter should be presented to a grade level counselor. If not resolved by the grade level counselor, the grievance should be presented to the assistant principal. The assistant principal will attempt to resolve the grievance within five (5) days from the time presented and will advise the student within two (2) days thereafter. If the grievance is resolved or if no further action is needed, the matter will be considered closed. If not resolved, the grievance will be referred to the principal.

### **HEALTH RECORDS**

Georgia law requires that every student enrolled in a Georgia public school have a current Georgia Certificate of Immunization on file. Students who do not provide the school with an approved certificate will not be allowed to remain in school. Please note that the vaccination record must be on an official form (Form 3231) provided by the Georgia Department of Human Resources. The responsible official for the school or facility may grant a waiver for up to 90 calendar days if the student is a transfer student who moves from an out-of-state school system to a Georgia school system or is a student entering kindergarten or first grade from out-of-state. However, documentation must be on file from the health department or a physician stating that an immunization sequence has been started and can be completed within the 90-day waiver period. **The waiver may not be extended, and the child shall not be permitted to attend any school or facility unless the child submits a completed Georgia Certificate of Immunization.** In addition, those students entering Georgia public schools for the first time must provide an eye, ear, and dental certificate at the time of registration.

### **HOSPITAL/HOMEBOUND SERVICES**

Thomaston-Upson County Schools will provide hospital/homebound services to students when the requirements of the law, including but not limited to Ga. Rules and Regulations 160-4-2.31, have been met and after approval has been granted by the school official designated by the Superintendent. Any student or parent desiring to request hospital/homebound services shall fill out all referral forms provided by the Thomaston-Upson County School District and provide such medical referrals and releases of records as requested by the Thomaston-Upson County School District. Certain students may not be eligible to receive hospital/homebound services, including but not limited to, students who may endanger the health and safety of the instructor or other students with whom the instructor may come in contact and other students that do not meet the eligibility standards set forth in applicable law. Please contact your child's counselor for additional information.

### **INTERNET ACCESS**

The Thomaston-Upson School System encourages students to use the Internet as a learning and research tool. All students are required to sign and return an Acceptable Use Policy Form upon enrollment in the Thomaston-Upson County School System. The contract must be signed by both student and parent only after thoroughly reading the terms and conditions of the Thomaston-Upson School System Acceptable Use Policy. Internet access is guarded by a web filtering software to help prevent access to inappropriate areas of the Internet. In addition, students are 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 and the Code of Conduct.

### **INTRADISTRICT TRANSFER OPTION**

The Intradistrict Transfer option allows a parent/guardian the option to request a transfer from the child's assigned school, to a school of the parent's choice within the school district in which the child resides. However, since there is only one school for each grade in our district, the Thomaston-Upson School System is exempt from having to offer an Intradistrict Transfer Option. For more information about Intradistrict Transfer, visit: <http://www.gadoe.org/School-Improvement/Federal-Programs/Pages/Intra-District-Transfers.aspx>.

### **MAKE-UP WORK**

The student is responsible for initiating contact with his/her teacher to determine if there is work to be made up after an absence of any kind. The student will have two (2) days for each day absent to make up work or tests up to a maximum of ten (10) days. Missed work will be recorded as a zero in the grade book until work is completed.

### **MOMENT OF REFLECTION**

In compliance with Georgia Law (SB396, amending O.C.G.A. 20-2-1050), at the opening of school on every school day a brief period of quiet reflection for not more than sixty seconds will be conducted with the participation of all the pupils. 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 activities of the day. 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 to any student the right to use it for a moment of quiet prayer. Students and/or staff may not, under any circumstances, use the moment of quiet reflection to audibly pray, singly or in unison.

### **NON-SOLICITATION POLICY**

Thomaston-Upson Board of Education policies GAI, GAIA, and JKA prohibit solicitation on school grounds. The intent of these policies is to ensure non-interference with the educational activities of the schools. Flyers, coupons, pamphlets, catalogs, etc. from private, for-profit businesses, organizations, and/or individuals may not be distributed to students or staff. In addition, no school employees may have items displayed for sale on school property. Exceptions include: 1) School-sponsored, student organization-sponsored, or parent organization-sponsored fundraisers where a portion of the sales go to the school, student, or parent organization; 2) Official Thomaston-Upson Partners in Education who have received Superintendent approval for distribution of discounted or free offers to employees and/or students. These policies may be accessed from the school system website at [www.upson.k12.ga.us](http://www.upson.k12.ga.us).

### **NOTICE OF NON-DISCRIMINATION**

The Thomaston-Upson County School System provides equal opportunity to students and staff and does not discriminate on the basis of race, color, sex, national origin, age, disability, or veteran status. Dr. Larry Derico, Assistant Superintendent of Curriculum and Instruction, is the Title IX and Sports Equity Coordinator and may be contacted at the Thomaston-Upson School System, 205 Civic Center Drive, Thomaston, GA 30286- (706) 647-9621. Amy Miller, Director of Special Education, is the ADA/Section 504 coordinator and may be contacted at (706) 647-9621.

### **PARENT POLICY**

The goal of the Parent Involvement Program for the Thomaston-Upson School System is to promote an effective home and school partnership. The Thomaston-Upson School System affirms and assures the right of parents to be involved in the education of their children. A copy of the Parent Policy is sent home in your first day packet.

### **PARENT'S RIGHT TO KNOW**

#### **Parent's Right to Request a Teacher's and a Paraprofessional's Qualifications:**

By law, LEAs are required to notify parents of their 'Right to Know' the professional qualifications of the student's classroom teachers. In Georgia, within 30 calendar days from the start of school, LEAs are required to notify parents in all schools that they may request, and the LEA will provide the parents on request, information regarding the professional qualifications of the student's classroom teachers or paraprofessionals, including at a minimum, the following:

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

If you wish to request information concerning your child's teacher's qualifications, please contact the school's principal. ULPS 706-647-7516; ULES 706-647-3676; ULMS 706-647-6256; ULHS 706-647-8171

### **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.

## **PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)**

PPRA is a federal law that affords certain rights to parents of minor students with regard to surveys that ask questions of a personal nature. For more information, please visit: <http://www.ed.gov/policy/gen/guid/fpco/ppra/parents.html>

*The Thomaston-Upson School System will adhere to all federal requirements of FERPA and PPRA.*

## **RESIDENCE/ TUITION**

The Thomaston-Upson Board of Education will accept non-resident students when maximum class size requirements allow. Non-resident students will be charged annual tuition not to exceed the per pupil amount of local tax funds used to supplement state FTE funds, payable by the first day of the school year. Transportation will not be provided for non-resident students.

## **SCHOOL NUTRITION PROGRAM**

The Thomaston-Upson School Nutrition Program is an integral part of our educational system. More than 7,000 nutritious, well-balanced meals are served by our professional staff each day to students, faculty members, and visitors. Menus are planned to incorporate the USDA dietary guidelines, which include offering fresh fruits and vegetables, as well as increasing daily fiber intake and reducing total fat and sodium content. All our school facilities provide breakfast and lunch service. Monthly menus are posted on our school and system websites. Based on our Local Wellness Policy, students are not allowed to bring commercial fast food items to school. We strongly encourage our students to participate in our School Nutrition Programs.

## **SCHOOL SAFETY PLAN**

The Thomaston-Upson School System reviews and implements a School Safety Plan that addresses inclement weather, fire hazards, unapproved school intruders, and safety issues surrounding our schools. Each school conducts monthly fire drills (2 in the first 10 days of school), a Code Red drill in October, and two tornado drills (November and February).

## **SECTION 504**

Section 504 provides that no qualified individual with a disability should, only by reason of his or her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. Thomaston-Upson School System Section 504 Parent Rights and Procedural Safeguards are posted on the school system website. [http://www.upson.k12.ga.us/section\\_504](http://www.upson.k12.ga.us/section_504)

## **Notice of Section 504 Procedural Safeguards and Parent/Student Rights**

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

## **SEVERE WEATHER: TORNADO PROTOCOL**

### **Watch:**

Students may be checked out or picked up at school during a Tornado Watch.

### **Warning:**

Due to safety concerns for students and staff, students may not be checked out or picked up at school during a Tornado Warning. If a Tornado Warning occurs during release time on a school day, students will be held at school until it is deemed safe by the National Weather Service or the Georgia Emergency Management Association.

## **SPECIAL EDUCATION PROGRAM**

The Thomaston-Upson County School System provides special education services to those students who meet eligibility requirements. Categories of eligibility are established by the State of Georgia according to requirements under the Individuals with Disabilities Education Act (IDEA 2004).

## **STUDENT INSURANCE**

Student accident insurance for incidents which occur at school or on the way to and from school is available at a reasonable price during the first week of school.

## STUDENT 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 dog sniffing. 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.

## STUDENT SUPPORT TEAM

Each school is required to have a Student Support Team (SST). The SST is an interdisciplinary teaching team that identifies, plans, and recommends alternative instructional strategies for students who are experiencing academic, social, or behavioral difficulties in school. The SST should be viewed as a function of the regular education program.

## VISITORS

All visitors are required to report to the main office immediately upon arriving on campus to get a visitor's permit and to gain permission to enter the buildings or any other area of the school or its grounds. Visitors will be escorted to and from area to be visited. All visitors must abide by the same dress code as outlined for the students of the School. A visitor must be someone who is listed as a contact person in our school information system. A photo ID will be required to obtain a visitor's pass. Students are not to bring visitors with them for any purpose. (Thomaston-Upson BOE policy KM) On Field Day/Olympic days, visitors under the age of 21 must come with and be supervised by the parent or grandparent of a student who is registered as a contact person in our school information system.

## WITHDRAWAL PROCEDURE FOR STUDENTS WITH DISABILITIES REACHING MAXIMUM AGE

I.D.E.A provides for the public education of Students with Disabilities [SWD] ages 3 – 21. Beginning with the 2015-2016 school term, upon obtaining the age of 22, SWDs will be withdrawn from public school at the end of the semester of the date of their 22<sup>nd</sup> birthday. Exiting students will be eligible to participate in graduation.

# UPSON-LEE MIDDLE SCHOOL PORTION OF STUDENT HANDBOOK

## ACADEMIC AWARDS

Students will be honored for academic achievement based on all academic grades. All academic award recipients must have attended a school accredited by a Georgia Accrediting Commission, their state accrediting agency, or an approved regional accrediting association (SACS, NWACS, MSACS, NEACS, etc.) for the time of the award period in order to be eligible.

**Annual Awards:** In May, an Awards Program will be held to honor students who have achieved academically for the year. Awards are based on grades in each academic subject and are figured up through midterm of 4<sup>th</sup> nine weeks to prepare for honors programs.

- **Principal's All A Honor Roll:** A student must have received no grade lower than an "A" (90) on the report card in any class for any of the four grading periods.
- **Yearly All "A" Average Honor Roll:** The overall average for each class for the four grading periods must be an "A." No grades lower than a "B" (80) may appear on the report card in any area.
- **A/B Honor Roll:** The overall average for each class for the four grading periods must be all "A's" & "B's" with at least two "A's." One "A" must be in an academic class. No grade lower than a 80 may appear on the report card in any area.
- **ULMS Academic Superlatives:** This award goes to the eighth grade students with a 96 or higher average for their three years of middle school.
- **Principal's Scholar Award:** This award goes to the student with the highest average for the three years of middle school.
- **The Knight Award:** This award goes to male and female athlete who participated at ULMS in a Central Georgia Middle School Athletic League sport and achieved the highest academic average for that particular school year and maintained a good standing with the school.
- **Perfect Attendance (Given on the last day of school.)**
- Perfect attendance awards will be issued at the end of the school year. All recipients must have attended a school accredited by a Georgia Accrediting Commission, their state accrediting agency, or a regional accrediting association (SACS, NWACS, MSACS, NEACS, etc.) in order to be eligible. Students must attend half of the school day (until 11:30 am or 3.5 hours) to be counted present.
- **Highest Average in 9<sup>th</sup> grade Literature, Highest Average in Algebra I and Basic Ag:** (Classes for High School credit)  
These awards go to the students who have the highest academic averages in these two high school level honors classes.

## ADDRESS/TELEPHONE NUMBER/CONTACT NUMBER CHANGES

It is imperative that ULMS knows how to make contact with all parents/guardians. Please notify the school, in writing, any changes in address, telephone number or emergency contact information. A current student information sheet is sent home with the 1<sup>st</sup> Day Packets. Review the information closely to ensure accuracy.

## AGENDA/ORGANIZATIONAL NOTEBOOK

All students are required to bring to all classes each day a fully equipped organizational notebook and agenda.

**Agenda book:** The first agenda is provided to each student. If an agenda must be replaced, a \$10 fee will be assessed upon receipt of the new one. The agenda is used as a communication tool between school and home concerning homework and discipline problems. The agenda is also used as an organizational tool and as a hall pass. Agenda pages should never be torn out. To stay informed, parents must check agendas nightly.

**Supplies (ongoing throughout the year):** Three ring binder with locking, metal rings, notebook (lined) paper, 2 pocket folder (signed papers), #2 pencils, erasers, small pencil sharpener, pack of 5 or 6 highlighters, blue or black pens, a plastic zipper pouch that fits into the binder, 8 dividers, and hand sanitizer with at least 60% or more alcohol content or Clorox wipes. Buy a good supply of these items while they are on sale.

## ATTENDANCE TARDINESS

A student who is late for school loses valuable instructional time and interrupts classroom instruction. **Students are tardy if they enter the front doors after 8:00 am.** If a student arrives at school after 8:00am, he/she must check in at the attendance desk and the student will be given a tardy slip to class. A student arriving on a late bus will not be counted tardy. Excessive tardies will not be tolerated and a referral to our county social worker will be made (see Attendance Matrix ). Proper documentation is required for a tardy to be considered as excused.

## EARLY DISMISSALS

**The end of the instructional day for all students is 3:10 pm.** A request to have a child dismissed early from classes should be sent to school by your child on the morning of the early dismissal. The time and reason for leaving should be included. No early dismissals and bus changes will be made after 3:00. **The front desk receptionist will not call into the classrooms except for in the first and last five minutes of class.** *When possible, medical and dental appointments should be made outside of school hours.* A child will be released only to the parents unless the school has been notified by the parent that they have granted permission for someone else to pick up their child. Parents must sign students out and pick them up in the front office. Proper documentation is required for the early dismissal to be considered as excused.

**\* Perfect Attendance: Students must be present each school day and not accumulate 10 or more tardies or early dismissals or a combination of both in order to receive this award at the end of the school year.**

## DAILY ATTENDANCE

Research shows that there is a direct correlation between student achievement and school attendance. Punctual and regular attendance is important and expected. Regular attendance in school is the joint responsibility of the student and his/her parent(s) or guardian(s). The responsibility of our district and schools is to provide each student with quality instruction and inform parents if their child is absent from school.

Pupils are expected to attend school 180 days each school year as required by law or the equivalent according to the approved school calendar. A pupil is expected to be in school a full day's session. **To be counted present, a pupil must be in school a minimum of one-half the school day, or remain at school until 11:30 am.** Students are counted present when they are on a school-sponsored trip. ***Students will not be promoted to the next grade level if they are absent more than (14) excused or unexcused days in a school year (BOE Policy JBD).*** \* A student missing more than 3 days for illness must provide a doctor's statement for the absences to be excused.

Notes/excuses for tardies, early dismissals and attendance must be submitted to the teacher/attendance secretary within three days of the absence. Reminder: After five hand written notes, doctor's notes must be provided.

The following matrix contains the procedures for monitoring students' attendance at ULMS:

	<b>Each Absence</b>	<b>3<sup>rd</sup> Absence</b>	<b>5<sup>th</sup> Absence</b>	<b>7<sup>th</sup> Absence</b>	<b>10<sup>th</sup> Absence</b>
Absence	Phone call home	Letter sent home with child to be signed and returned.	Unexcused-Referral made to counseling for AST and parents invited to attend.	Principal or designated administrator calls parent.  Letter sent home with child to be signed and returned.	Referral to Counselors for AST review and refer to SSW if referral has not already been made
Tardy to School/ Early Dismissal from School		Phone call home	Letter sent home with child to be signed and returned.	Unexcused- Attendance Secretary writes referral to Administrator – 1 Day Lunch Detention. Additional day of Lunch Detention will be added for each additional TDY or ED	Unexcused- Referral to AST and refer to SSW if referral has not already been made

## AUTOMOBILES

No Upson-Lee Middle School student will be allowed to bring an automobile to the school property.

## CERTIFICATE OF ATTENDANCE

A Certificate of Attendance is needed in order to apply for a Lerner's Permit for driving. Certificates can be obtained from the attendance office. A 24 hour period is needed for the attendance office to prepare the certificate.

## CLASSROOM DISCIPLINE POLICY (PBIS)

The staff of Upson-Lee Middle School believes that every teacher has the right to teach and every student has the right to learn in a safe, positive environment. We believe that every student is responsible for his or her own behavior and has the ability to choose appropriate behavior. Students who choose inappropriate behavior also choose the consequences of that behavior. At ULMS, our teachers use a common discipline plan with pre-established consequences for inappropriate behavior (that is not referred to the administration) as part of an overall behavior modification approach. Each class has the following conduct standards:

**We are ULMS!**  
We Use good manners.  
We Listen and learn.  
We Make good choices.  
We Show respect.

In addition to the classroom discipline plan, certain behaviors are referred directly to the administration. When that occurs, the discipline procedure will follow the Code of Conduct as listed at the end of the Student Handbook. **See ULMS Behavior Management Flow Chart (Appendix A)** for a further breakdown. Students can move back a step if behavior is corrected for a month.

Step 1	Step 2	Step 3	Step 4	Step 5
(after verbal warning) WARNING agenda stamp with parent signature	Agenda stamp with parent signature.  Call/ email to parent.	Agenda stamp with signature.  Counselor Contract  1 day lunch detention. ISS during connections will be assigned	Agenda stamp with signature.  Behavior Contract  2 days lunch detention. (1/2 day ISS assigned if student does not show up for lunch detention.)	Agenda Stamp and office referral

## DAILY PROCEDURES

**Students not riding the bus to school are to be dropped off and/or picked up only in the parking lot with access to the bridge.**

### **Arrival each day**

- The building will be opened for students to enter at 7:25. There should be no students on the campus before 7:25 a.m. From 7:25 to 7:45, all students should report to the gym or cafeteria. Hot breakfast will be served in cafeteria. Grab-and-go breakfast will be served to all students as they enter the gym.
- Students not riding buses should be dropped off in the parking lot with access to Crossover Bridge between 7:25 – 8:00. The bridge will be opened at 7:25.
- No student is to be dropped off in the front parking lot prior to 8:00 in the morning without a medical note.
- All students should be in Homebase by 8:00. Any student who arrives after 8:00 will be tardy and must report to the front desk a tardy pass.
- To report a student absent, call the school at 706-647-6256.

### **Dismissal each day**

- Unless students have business with staff members, students are to be out of the building by 3:45.
- No students are to be picked up in the front parking lot between 3:00 – 3:30 without sign out.

## DRESS CODE

Students at Upson-Lee Middle School are expected to dress in a manner appropriate for school. The principal or administrator shall determine whether any particular mode of dress results in violation of the policies. Violation of dress code will result in a parent being called for a change of clothing and ISS for student holding until clothing can be brought. Repeated violations can result in suspension for insubordination. Student dress may not have the effect of attracting the unreasonable attention of other students or otherwise cause disruption or interfere with the operation of the school as determined by administrators.

**Note:** Shorts/skirts/shirts are measured in the following manner:

Waistlines (or top of apparel) must be no lower than the top of the hipbones. The student should stand up straight. "Tip of the middle finger rule" is defined as: measurement from the tip of the middle finger while arms are down by the student's side. This includes shorts for boys and girls.



### **Pants:**

- Jeans or pants must not have holes that show skin above tip of middle finger while arms are down by side.
- Leggings can be worn provided the student's bottom portion, both front and back, are covered with a top garment.
- Pants must be worn no lower than the top of the hipbones.

### **Shorts, skirts, dresses, jumpers, and slits must not be:**

- Shorter than the tip of the middle finger while arms are down by the side.

### **Shirts** (to include sweatshirts, sweaters & vests)

- Tops must have straps at least two inches wide at the top seam. All sleeveless wear must fit the armpit and edge of the arm. Back may not be exposed and off shoulder tops are not permitted. Shear tops or loosely-woven tops must be worn with a shirt or tank top underneath.

### **Shoes**

- Must be worn at all times
- Must not be bedroom slippers

### **The following clothing and dress are NOT permitted:**

- Tank tops (shirts with straps less than 2 inches), razorback tops (shirts that do not fully cover shoulder blades), tube tops, midriff tops or halter tops, no extremely low cut or revealing tops.
- Full camouflage attire (One piece—pant, shirt, jacket—may be worn).
- Hats and caps, hoods on shirts/jackets may not be pulled up over the head. Hat and caps days will be allowed as special events as determined by the school administration.
- Sunglasses and face paint
- Inappropriate symbols, signs, messages or pictures. (Included would be goods or services prohibited by law to minors such as alcohol, tobacco, and controlled substances, related clothing, swastikas, sexually suggestive clothing, or other clothing that could be disruptive).
- Spandex clothing (except as leggings)
- Earrings or body piercing except those worn in the ears. Only standard earring backs are allowed in ears.
- Pajamas/loungewear –Pajama days will be allowed as special events as determined by the school administration.
- Gang articles, paraphernalia or clothing.
- Bandanas

### **EXTENDED LEARNING TIME**

Extended Learning Time (ELT) is our scheduled 6<sup>th</sup> class period of the school day. ELT is composed of Advisor/Advisee time, academic time, clubs, and team time. The Advisory Program addresses the emotional needs of young adolescents, while fostering family and community partnerships, strong teacher-student relationships, and a positive school climate. It provides an avenue for adult guidance and peer support as young adolescents cope with one of life's more confusing periods. Advisory groups meet every Monday with school employees as advisors. Advisory groups are composed of 20-26 students, which are grouped by team and separated by gender. Activities relate to character education, student responsibility, bullying prevention, and career development. The advisor has the role of a facilitator. Advisor/Advisee takes place each Monday. Academic Time is 2-3 days per week. This consists of students going to gifted/honors classes, classes for remediation, and classes for enrichment. Most of the academic time is spent on team. Clubs take place every other Wednesday. Team Time occurs each Friday. Students are able to gather and socialize as a grade level. Teachers may keep students in from team time to make up any missing work or as a discipline step.

### **EXTRA CURRICULAR ACTIVITIES**

ULMS will sponsor an athletic program as part of the Central Georgia Middle School Athletic League (CGMSAL). Teams will be sponsored in cross country, football, girls' softball, boys' and girls' basketball, boys and girls track, wrestling, baseball and cheerleading under the constitution of the CGMSAL. Eligibility rules are governed by the CGMSAL and the school policies and guidelines. All students who participate in athletics must have an annual physical examination with a form dated, signed by the doctor, showing student's name and including a statement of medical approval for participation. This form must be presented to the school before the student is involved in any tryout, conditioning, or practice (Georgia School Standard I 3.7). Before a student participates in the athletic program, the school should have proof that the student is covered under a medical insurance plan. The student must have a signed affidavit from parents stating that they have adequate coverage for their child: Thomaston-Upson BOE policy JGA/EGB.

### **Clubs and Organizations**

Several clubs are offered at ULMS for student participation. Regular club meetings are held during the school day. An information sheet concerning clubs offered, sign-up dates, dues, requirements, etc. will be sent home for review in August.

### **Extra-Curricular Attendance/Behavior**

To attend after-school activities, a student must be present the day of the activity. Students assigned to out-of-school suspension, in-school suspension, or alternative school must follow system rules for extra-curricular activities. For this rule, students who are assigned to ISS on the day of an after school event may attend/participate in the event if it begins after 3:15 pm. on the final day of the assignment. Students who are assigned out of school suspension must attend one full school day before resuming eligibility.

Administrators reserve the right to deny admittance to school activities to any student who may cause problems at the activity or may be a discipline problem at school.

### **Extra-Curricular Participation Guidelines**

In order to be eligible for participation in competitive extra-curricular activities, including athletics, a student must pass three (3) of four (4) academic classes in the preceding semester. Students who participate in extra-curricular activities are expected to demonstrate appropriate conduct for the activity or group. Failure by a student to abide by these stated guidelines will be considered grounds for suspension from or dismissal from the activity or group. All participants must be attending ULMS.

### **GIFTED PROGRAM MODEL**

Using current research on gifted instruction, we have designed a program to challenge the gifted and advanced learners at ULMS. There are two components of this program: a gifted and advanced resource (pull-out) class and a cluster-grouping model for identified gifted students within the team core classes. Students in the gifted and advanced program will attend a resource class one, two, or three days a week during Extended Learning Time (ELT) classes. The curriculum will be based on the next grade-level standards and elements. An initiative at ULMS is for all academic teachers to possess gifted certification. In their core academic classes, all students are given access to grade-level curriculum with enrichment provided through differentiation, as needed. Gifted students are also served through accelerated classes in math (6<sup>th</sup> -8<sup>th</sup>) and ELA (8<sup>th</sup>). Accelerated classes are taught a year above grade level. Students who are taking Accelerated 8<sup>th</sup> grade math (Algebra I) and Accelerated 8<sup>th</sup> grade ELA (9<sup>th</sup> grade Literature) for high school credit are required, by the state, to take the Milestone End of Course test for those classes. This test counts 20% of the yearly average.

### **GRADING**

#### **Grade Communication:**

At Upson-Lee Middle School, grades are communicated in the following ways:

- Graded papers are sent home every week.
- Agendas are used by teachers to record students' missing homework.
- Midterms and report cards are issued to all students.
- The intention of Infinit Campus Parent Portal is to provide parents, guardians, students, and teachers with a tool which communicate grades and attendance records on an ongoing basis. The Parent Portal student user name and password remains the same throughout the student's enrollment in Thomaston-Upson County Schools. Contact the school office at 706-647-6256 to obtain your user name and password. Once you receive your user name password, please visit <http://InfinitCampus.upson.k12.ga.us/public/>.

#### **Grading Reporting Timeline:**

All graded material must be returned to the student in a timely manner and entered in. The following guidelines are to be followed for this reporting so that all reports are timely:

1. Quizzes and daily grades should be recorded within three school days of administration.
2. Unit test and open ended assignment grades should be recorded within six school days of administration.
3. Essays, research papers, short-term projects, notebooks, and folders should be recorded within 7 school days.
4. Long-term projects/ interdisciplinary projects, must be recorded within 7 school days.
5. Missing assignments should be reported as a zero until the student turns in work.

#### **Grading System:**

At Upson-Lee Middle School, we use a weighted grading system in all classes to determine averages. The specific weighted scale is determined within each content and grade and is listed below for all academic classes. Academic classes must take a minimum of 15 grades each nine weeks and PE/Connections must take a minimum of 10 grades each nine weeks. Students in grades 6-8 will receive numerical grades on their report cards. The grading scale listed below will be followed:

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

#### **Makeup Work:**

The student is responsible for initiating contact with his/her teacher to determine if there is work to be made up after an absence of any kind. The student will have two (2) days for each day absent to make up work or tests up to a maximum of ten (10) days. Missed work will be recorded as a zero in the grade book until work is completed.

### **HOMEWORK POLICY**

Students at ULMS will be assigned homework on a regular basis. The average nightly time required for most students will be approximately 15 to 30 minutes per subject. More time may be required in math, for special projects, or for studying for tests. Students' homework assignments will be documented in their agendas. Parents must check agendas daily to keep informed of homework status and communicate with teachers. When a student does not complete an assignment, the teacher will stamp "Missing Homework" in the student's agenda. If a student does not have an agenda in class, the teacher will stamp and sign a note for the parent/guardian to sign and return. First offense for not completing homework in each content area is a warning. Subsequent offenses

will be an agenda notification with a zero given. The homework steps will start over each nine weeks for the sixth graders and each semester for the 7<sup>th</sup> and 8<sup>th</sup> graders.

### **LOST AND FOUND**

Lost and found clothing items that are turned in are placed in a bin in the top of the gym. Any non-clothing items will be turned in to front desk.

### **MEDIA CENTER**

Students are allowed to check out 2 books at a time and are responsible for returning books on or before the due date. Books are checked out for a period of 3 weeks; however, books may be returned/ renewed if the need arises. Students who do not return books by the due date are charged a book fine of 5 cents per book per day unless student has been absent, in which case there is no fine if the student returns the book on first day back to school. Students must bring their agenda every time they come to the media center. Lists of students who have overdue books and/or fines in the media center are distributed to classroom teachers to elicit their help in getting the material returned. Students are responsible for all materials. Students are not allowed to visit the media center during ELT or silent reading time.

### **MEDICAL RECORDS**

Georgia law requires that each student entering the sixth grade or Georgia public school for the first time must present an adequate Certificate of Immunization (Form 3231) stating that the child has been immunized. The required certificate and any needed vaccines may be obtained from the child's physician or from the local health department. Students who do not have this documentation will not legally be allowed to attend school. Georgia law also requires that a Certificate of Ear, Eye, and Dental Examinations be presented for school entry. This form can be obtained from a Georgia physician or a local health department. When transferring from another school in the state, the student has 30 days to obtain records. If a student transfers from out of state, a 90-day period is allowed for obtaining records. The following is a list of required immunizations and the time frames to be considered. Please remember these records must be on Form 3231.

1. MMR-must have two (2) with the first being given after first birthday and the second given before entering the sixth grade.
2. DTAP-must have five (5) unless the fourth shot is given after fourth birthday.
3. Varicella (Chicken Pox)-must have two (2) or proof/documentation of disease-chicken pox or laboratory proof of immunity.
4. Hepatitis B Series-must have three (3) shots given at certain intervals.
5. OPV or IPV or Polio-must have four (4) if the 3<sup>rd</sup> shot was given before the 4th birthday.
6. HIB-must have four (4) as long as one shot is after the 1st birthday.

The following are not required, but are recommended by the Health Department for the ages 11/12: TDAP (tetanus) and Menactra (Meningitis).

### **PARENT/TEACHER CONFERENCES**

Conferences may be scheduled with your child's teacher(s) as needed. Please call the school to set up a conference time at 706-647-6256.

### **PROHIBITED ITEMS**

ULMS reserves the right to prohibit the possession of certain items on the school campus that are deemed to be distracting or unnecessary. Any item that is unlawful is not allowed. Some of these items are as follows:

1. Any electronic device that is not allowed through BYOT.
2. Headphones, other than ear buds, including Bluetooth devices.
3. Video games and /or cartridges, CD's tapes, toys.
4. Collector cards, playing cards, and dice
5. Knives of any length, scissors, box cutters, etc.
6. Large amounts of money
7. Pocket and wallet chain
8. Alcohol/Tobacco/Drugs (including over the counter and prescription drugs)
9. Gang articles, paraphernalia or clothing
10. Bandanas
11. Spike jewelry
12. Pets
13. Lighters, matches, fireworks, etc.
14. Fish hooks on hats
15. Any other item deemed to be distracting and/or unnecessary.
16. Electronic cigarettes, vapor pens, etc. with and without nicotine.

### **PROMOTION/RETENTION POLICY**

To be promoted to the next grade level, a student must pass 2 of 4 academic classes, meet the attendance policy of the Thomaston-Upson School System (policy JBD) and eighth graders must also meet state testing requirements, if applicable. If the above

conditions are not met, the promotion/retention decision will be made by a committee composed of the principal, the appropriate teacher/counselors and administrator. The committee will also look at student age, discipline and past promotion/retention data. The principal has the final decision for promotion/retention.

### **SCHOOL IMPROVEMENT PLAN**

The school improvement plan is available for parent review on the school website.

### **SCHOOL STORE**

The school store is opened each day from 7:45-8:05. Students may report to homebase and obtain a pass to go to the school store. The store will stock items such as paper, notebooks, pencils, markers, etc.

### **SUPPLIES**

Please see the Agenda/Organizational Notebook section of this handbook.

### **TEXTBOOKS**

When issued, textbooks or novels, are loaned to students for their use during the school year but remain the property of the Thomaston- Upson School System. We encourage students to take care of their textbooks because a fee will be assessed for any damages/loss.

## **Appendix A**

### **CODE OF CONDUCT**

It is the intention of ULMS to provide a safe, nurturing environment in which all students have an opportunity to learn. At ULMS, we accept the responsibility for instilling in our students the behaviors that facilitate a positive learning environment. The Code of Student Conduct is critical to providing and maintaining an effective, safe learning environment. The purpose of the Code of Student Conduct is to:

- Outline the roles of students, parents, school, and community in establishing a positive learning environment.
- Specify parent involvement in developing the code and how communications of the code will be maintained.
- Specify unacceptable behaviors and the consequences used in responding to offenses, with sensitivity to age-appropriateness and progressive disciplinary actions.
- List laws, policies, and procedures that are related to school conduct and impact on schooling and school climate.

### **Role of Student, Home, School, and Community**

To provide such a learning environment where the students, parents, school staff, and community must work together toward promoting acceptable behaviors. Acceptable behavior is behavior that promotes learning and encourages maturity during the school day as well as during all school-related activities. The ULMS Code of Student Conduct recognizes the need for these cooperative relationships between student, parent, educator, and community, demonstrated by:

#### **Students should:**

- Participate fully in the learning process. Students need to report to school and class prepared and on time, attend all regularly scheduled classes, remain in class until excused or dismissed, pay attention to instruction, complete assignments to the best of their ability, and ask for help when needed.
- Avoid behavior that impairs their own or other students' educational achievement. Students should know and avoid the behaviors prohibited by this code and other state, system, and school codes, laws, procedures, and policies, take care of books and other instructional materials, and cooperate with others.
- Show respect for the knowledge and authority of teachers, administrators other school and school-system employees, and school program volunteers and visitors.
- Students must obey directions, use acceptable and courteous language, and avoid being rude, and follow school rules and procedures.
- Students must recognize and demonstrate respect for the rights of self, other students, and adults. All students should show concern for and encouragement of the educational achievements and activity participation of others.
- Students must demonstrate pride in campus facilities and equipment. The student should refrain from any destructive actions. The student should report promptly any known violator/violation.

#### **Parents/Guardians Who:**

- Communicate with the school. Parents/guardians should keep in regular contact with the school concerning their child's conduct and progress and offer assistance as necessary. Parents/guardians should bring to the attention of school authorities any problems or conditions which affect their child or other children as members of the school community.

- Ensure regular school attendance. Parents/guardians should ensure that their child is in daily attendance and report and explain any absence to the school following the guidelines provided in the ULMS Student Handbook. Parents/guardians should support the school by keeping their child in school throughout the entire school day.
- Provide resources and materials necessary for their child. Parents/guardians should provide their child with resources and materials needed to complete classwork and homework assignments, provide/require that all school-to-home assignments be completed thoroughly and in a timely manner, and encourage their child to do his/her best on assignments.
- Assure adherence to student dress code. Parents/guardians should assist their child in following the dress code that is specified in the ULMS Code of conduct and in being well-groomed, neat, and clean upon arrival at school.
- Discuss daily their child's experience with schooling. Parents/guardians should discuss report cards and midterm reports and school assignments with their child.
- Inform their child of codes, policies, and procedures of the school and school system. Parents/guardians should discuss with their child the school's rules, policies, and procedures that are outlined in this code communicated during the year, and in the ULMS Student Handbook. Parents/guardians should support the administration of discipline for violations of the Code.

#### **A Responsible School That:**

- Promotes and maintains a positive learning environment. The school staff will model respect for others by exhibiting an attitude of respect for students and other adults. The school will establish and enforce rules, procedures, and policies that facilitate the creation of a safe, nurturing learning environment. ULMS will develop a good working relationship among staff and with students.
- Establishes a focus on teaching and learning. The school will establish and implement a school improvement plan that is focused on improving the learning of all students. The school will support the teachers' rights and responsibilities to teach.
- Communicates expected behaviors and student academic progress with parents/guardians. The ULMS Code of Student Conduct will be contained within the student handbook. As outlined in the Code, Team Discipline Plan, and ULMS Student Handbook, parents will be notified of all offenses designated Level B, C, and D. Parents may be notified of Level A offenses.
- Reports on student academic progress will be made at least twice each quarter in the form of midterm reports and report cards. When necessary, other academic reports will be made by teachers and/or other school personnel.
- Encourages regular school attendance. In regards to student attendance issues, policies and procedures established by the school system will be enforced to encourage regular school attendance. Students with perfect attendance will be recognized.
- Provides opportunities for parental and community involvement. The school will endeavor to involve the entire community in order to improve the quality of the learning environment. The school will support and participate, when possible, in community activities.
- Establishes a behavior support process. Along with the behavior support process outlined in the ULMS Code of Student Conduct, support services may be made available through referrals to school guidance services, social and psychological services, and other community agencies.

#### **A Responsive Community That:**

- Assumes responsibility, in part, for developing positive attitudes among children and youth.
- Offers programs and activities that reinforce positive behavior and meaningful use of leisure time.
- Participates in the enforcement of rules in the Code of Conduct as appropriate.

#### **Communication and Parent Involvement In Code Of Conduct**

The Code of Student Conduct will be printed in the ULMS Student Agenda that is given to each student at the beginning of school or upon enrollment thereafter. At the beginning of the school year, the school staff will review the Code of Student Conduct with students. For students enrolling after the beginning of the year, instructions for reviewing the handbook will be given to the parent/student. The school shall provide a form for student's parents/guardians to acknowledge receipt of the code and shall request that the signed form be returned to the school. Also, copies of the Code of Student Conduct will be present in each classroom, in administrative office at ULMS, and in the ULMS Media Center.

The Code of Student Conduct was developed and revised incorporating parental feedback of parent representatives who serve on the ULMS School Council. Each spring, the code will be reviewed to determine if corrections, additions, or deletions are necessary. Discipline data and feedback of staff, parents, students, and community will be considered.

Recognizing the need to improve communication and participation of parents and the community in the management and operation of local schools, the General Assembly of Georgia and the Thomaston-Upson County Board of Education believe parent and community support is critical to the success of students and schools. The intent of these bylaws and guidelines is to bring communities and schools closer together in a spirit of cooperation to solve difficult education problems, improve academic achievement, provide support for teachers and administrators, and bring parents into the school-based decision-making process. The establishment of school councils is intended to help local boards of education develop and nurture participation, bring parents and the community together with teachers and school administrators to create a better understanding of and mutual respect for each other's concerns, and share ideas for school improvement. School councils shall be reflective of the school community. The management and control of public schools shall be the responsibility of the local board of education and the school leader shall be the principal. School councils shall

provide advice, recommendations, and assistance and represent the community of parents and businesses. Each member of the council, as a community representative, shall be accorded the respect and attention deserving of such election.

## Behavior Support Services

Behavior support processes are designed to consider, as appropriate in light of the severity of the behavioral problem, support services that may be available through the school, school system, other public entities, or community organizations that may help the student address behavioral problems. This rule neither mandates nor prohibits the use of student support teams as part of the behavior support process.

### Discipline Glossary of Terms

1. **Administrative Discretions** – Administrators have the power of free decision or latitude of choice when circumstances require consideration.
2. **Altercation** – An angry dispute, noisy quarrel with minimum physical contact.
3. **Alternative Educational Program** – A student may be referred to an alternative educational program when (if age appropriate) regular school strategies are exhausted. The alternative educational program may include, but not be limited to change in classroom assignment, in-school suspension, and alternative school.
4. **Arson** – Intentionally starting or attempting to start any fire or combustion.
5. **Assault** – A verbal threat to or an attempt to **physically** harm someone without actually touching him/her.
6. **AWOL** – Unauthorized absence and/or leave from class, school activity, or event.
7. **Battery** – A beating or other wrongful physical violence or constraint without the person’s consent.
8. **Behavior Correction Plan** – A plan for identifying and addressing the behavioral needs of students through providing resource(s) that promote behavioral change.
9. **Bomb/Explosive** – A device containing combustible materials and a detonating device.
10. **Bullying** – An act which occurs on school property, on school vehicles, at designated school bus stops, or at school related functions or activities, or by use of data or software that is accused through a computer, computer system, computer network, or other electronic technology of a local system, that is: 1- any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present to do so; 2- Any intentional display of force that would give a victim reason to fear or expect immediate bodily harm; or 3-Any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate, the: a. causes another person substantial physical harm within the meaning of Code Section 16-5-23.1 or visible bodily harm such term is defined in Code Section 16-5-23-1; b. Has the effect of substantially interfering with a student’s education; c. Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or d. Has the effect of substantially disrupting the orderly operation of the school.
11. **Burglary** – Unauthorized entry into a school district building (unoccupied) with the intent of committing a felony when the building is closed to the students and the public. [See Theft]
12. **Bus Misconduct** – Failure to comply with rules of bus safety of Student Conduct Behavior Code.
13. **Bus Suspension** – The local school administrator suspends the student from the bus for a specified period of time. The student is expected to attend school, but the parents are responsible for providing transportation to school.
14. **Chronic Disciplinary Problem Student** – A student who exhibits a pattern of behavioral characteristics that interfere with the learning process of students around him or her.
15. **Chronic Lack of Supplies** – Repeatedly reporting to class without necessary materials such as books, physical education attire, supplies, etc.
16. **Confiscation** – Item or property that is forfeited and taken by an authority. Students or parents may be allowed to retrieve at an appropriate time as determined by the administration.
17. **Corporal Punishment** – Corporal punishment may be administered by an administrator to a pupil for an infraction of school rules, but will not be excessive or unduly severe. Corporal punishment will always be administered in the presence of the principal or assistant principal, or designee of the principal or assistant principal after the witnessing party is informed of the reason for the punishment in the presence of the student. In all cases involving corporal punishment, a written report will be on file in the principal’s office. Corporal punishment shall not be administered to a child whose parents or guardian filed with the principal or assistant principal of the school a statement in writing that their child not be paddled. This statement must be filed at the beginning of each school year. A parental consent form will be sent to all parents for the purpose of designation yes or no to corporal punishment.
18. **Detention** – Student attends a work/study session outside of regular school hours or activities. Student makes arrangements for transportation for after hour’s detention.
19. **Disciplinary Probation** – A student found guilty of certain offenses might be placed on probation by the local school. Probation is a trial period during which a student violating school and/or school system rules is subject to further disciplinary action.
20. **Discipline Policies** – Outlines consequences and punishments that will occur in the response to unacceptable behaviors.
21. **Disobedience/Insubordination** – Failure of the student to comply with direction or instruction by staff.
22. **Disorderly Conduct** – Behaving in a violent or seriously inappropriate manner that disrupts the educational process.
23. **Disrespect** – Responding in a rude and impertinent manner.
24. **Disruption** – Behaving in a manner that interferes with educational activities.
25. **Drug/Alcohol/Chemical Offense** – Any controlled substance or alcohol which includes any transfer of a prescription drug or any substance represented or believed to be a drug, regardless of its actual content.
26. **Expulsion** – Expulsion of a student from a public school beyond the current school quarter or semester by a disciplinary tribunal.
27. **Extortion** – Use of “mild” threats or intimidation to demand money or something of value from another (no weapons involved).
28. **False Fire Alarm** – Reporting a fire to school or fire officials or setting off a fire alarm without a reasonable belief that a fire exists.
29. **Felony** – Any offense punishable as a felony under Georgia or Federal Law.
30. **Fighting** – Involves the exchange of mutual physical contact such as pushing, shoving, and hitting, with or without injury.
31. **Gambling** – Playing any game of skill or chance for money or anything of value.
32. **Harassment/Intimidation/Verbal Abuse** – Disturbing consistently, by pestering or tormenting in the classroom, on the school bus, or elsewhere on the school site.
33. **Inappropriate Dress** – Dress in a manner that disrupts the teaching and learning of others or in violation of the school’s dress code.
34. **Inappropriate Personal Property** – Possession of personal property that is prohibited by the school rules, such as food, beverages, and electronic equipment.
35. **In-Class Isolation** – A behavioral modification technique which the classroom teacher may utilize to promote compliance with classroom rules. Students may be isolated in the classroom and denied the privilege of interacting with the other students until proper behavior can be maintained. However, at no time is the student denied classroom instruction.
36. **In-School Suspension** – The student is removed from regular classes for a specific period to time at the local school. The teachers send class work assignments to the student.
37. **Law Enforcement Involvement** – Law enforcement agencies can be contacted at the discretion of the school. They will be notified without exception in situations involving weapons, alcohol, drugs, battery, sex offenses, or other requirements of the law.

38. **Loitering/Trespassing** – Entering any school property or school facility without proper authority (includes student entry during a period of suspension or expulsion).
39. **Long-term Suspension** – The student is suspended out-of-school for more than ten (10) days by a disciplinary tribunal.
40. **Non-Prescription Drug** – Over the counter drugs not authorized by a registered physician and not prescribed for the student. Student use is prohibited except in accordance with local school policy.
41. **Out-of Class Isolation** – Another behavioral modification technique used by the classroom teacher to promote compliance with classroom rules. Out-of-class isolation generally follows in-class isolation and is considered a step more severe. Problem students are removed from the setting in which inappropriate behavior is occurring and placed in another academic area where they may contemplate changes they should make to allow them to return to their regular classroom. Students directed to out-of- class isolation are given class work to complete comparable to instruction concurrent in the classroom at that time.
42. **Permanent Expulsion** – The student is removed from all public school property and activities or events for an indefinite period of time by a disciplinary tribunal. The Board of Education or Student Disciplinary Board may take this action. Schoolwork may not be made up or credit given.
43. **Prescription Drug** – Use of a drug (medication) authorized by a registered physician and prescribed for the student. Student or parent should inform the school on the use of a medically prescribed drug and follow board and school policy regarding medications at school.
44. **Profanity/Vulgarity** – Writings, speech, or gestures that convey an offensive, obscene, or sexually suggestive message.
45. **Progressive Discipline** – The levels of consequences assigned to students who violate codes of conduct based on severity of misbehavior, students' discipline history, and other relevant factors.
46. **Restitution** – Returning or giving an equivalent of something to its rightful owner.
47. **Robbery** – Taking property from a person by force or violence, or threat of aggression.
48. **School Chores** – The school may elect to provide the student with an opportunity to perform supervised activities, away from other students, related to the upkeep and maintenance of school facilities instead of suspension, not to exceed ten hours of work for each incident of misconduct. The student may request this alternative; however, the decision rests with the principal.
49. **School Safety Zone** – Zone in, on or within 1,000 feet of any real property owned by or leased to any public or private elementary school, secondary school, or school board and used for elementary or secondary education and in, on, or within 1,000 feet of the campus of any public or private technical school, vocational school, college, university, or institution of postsecondary education.
50. **SRO** -School Resource Officer, a deputy assigned to the school for safety support.
51. **Sexual Assault/Offenses** – Intentional sexual contact of a harmful or offensive manner.
52. **Sexual Harassment** – Deliberate, repeated, and unsolicited physical actions, gestures, or verbal or written comments of a sexual nature, when such conduct has the purpose or effect of interfering with a student's academic performance or creating an intimidation, hostile, or offensive learning environment. Examples include behaviors such as leering, pinching, grabbing, suggestive comments or jokes, or pressure to engage in sexual activity.
53. **Short-term suspension** – The local school administrator suspends the student out of school up to ten (10) days. During the term of suspension the student is not allowed on the school campus or at any school activity or school-sponsored event.
54. **Student Disciplinary Panel** – The Panel hears evidence presented by the school system, the student, and parents when the local school principal or his/her designee refers a student. The panel has the authority to make decisions ranging from returning the student to the local school to recommending permanent expulsion of the student.
55. **Student Behavior Support Process** – A process that is designed to consider, as appropriate in light of the severity of the behavioral problem, support services that may be available through the school, school system, other public entities, or community organizations that may help the student address behavioral problems. This rule neither mandates nor prohibits the use of student support teams as part of the behavior support process.
56. **Tardiness** – Failure to be in assigned place at the assigned time without a valid excuse.
57. **Team Discipline** – The use of five hierarchical steps by the team of teachers in determining pre-established consequences for inappropriate behavior as part of an overall behavior modification approach to discipline.
58. **Theft/Larceny** – Unlawful taking and carrying away of property belonging to another person (while the building is occupied) with the intent to deprive the lawful owner of property or belongings [See Burglary].
59. **Transmission** – The passing of any substance, articles, or weapon to another person.
60. **Tribunal** -A disciplinary tribunal hearing may be held following any serious violation or numerous violations of the Code of Conduct in which the principal believes that a suspension of more than ten days or an expulsion is appropriate. The tribunal is charged with hearing evidence; determining if the student violated the code of conduct; and if the code was violated, imposing appropriate disciplinary action.
61. **Truancy** – The student stays out of school without permission or valid excuse.
62. **Vandalism/Graffiti** – The willful or malicious destruction or defacement of public or private property.
63. **Waiver of Rights to Attend Student Disciplinary Panel** – Parents may sign a waiver if they cannot attend or do not elect to attend the panel hearing. In the event a parent or student does not attend the hearing, it will proceed as scheduled.
64. **Weapon** – An article or implement that can cause bodily harm. This includes guns, knives, razors, clubs, nun chukkas, look alikes, and/or any other objects intended to be used to inflict bodily harm.
65. **Zero Tolerance** – There will be consequences for serious drug, weapon, and youth gang/hate group offenses.

#### **Disciplinary Procedures**

According to the Thomaston-Upson Board of Education policy, school personnel have the responsibility to take reasonable measures to maintain proper control and discipline among students in the schools. The school administrators have the authority to implement rules and practices to provide for a safe and orderly environment. Further, administrators are authorized to take disciplinary action for student conduct that has or may have a direct impact on the school discipline, the educational function of the school, or the welfare of the students and staff. This authorization extends to conduct which may occur (a) on the school grounds or within the school safety zone at any time; (b) off the school grounds at a school activity, function, or event; (c) en route to and from school or a school activity; and (d) during off-campus, non-school related situations, at any time of the year.

The following is taken from the Thomaston-Upson BOE Student Code of Conduct:

Teachers have the authority to manage the classroom, discipline students, and to refer students to the principal or designee. The principal or designee shall employ appropriate discipline management techniques in response to such referrals. Students are expected to behave, to respect each other and school employees, to obey Board policies and to obey rules in the schools.

In determining the severity of punishment, the following will be taken into consideration: student's discipline history, seriousness of the offense, degree of pre-meditation, impulse, or self-defense, age, disability, strength of evidence, and other related circumstances.

Note: The determination process will include but not be limited to the above points.

The progressive discipline model is divided into four levels.

**Level A** discipline is used for minor acts of misconduct which interfere with orderly school procedures, school functions, extracurricular programs, approved transportation, or a student's own learning process. Students may be disciplined by the professional staff member involved or may be referred to the team or directly to the principal. Professional staff may utilize any of the following discipline management techniques, including but not limited to:

- Teacher-student conference or teacher-student-parent conference
- Parent contact
- Team discipline plan
- Participation in school-service project which enables the student to be engaged in the desired character trait(s)

- Development of a written or graphic representation that reflects understanding of the specific behavior and the related character trait(s)
- Home visit
- Removal of privileges
- Referral to behavior support services
- Teacher/team detention after school or during lunch break
- Referral to administrator
- Confiscation
- Teacher Authority

Administrator may utilize any of the above discipline management techniques, and/or may employ the following:

- Student participation in conference with parent, teacher, and/or principal
- Restriction from school programs and special assemblies
- Assignment to after-school administrative detention
- In-school suspension for up to three days
- Assignment of school chores
- Participation in the cleaning/repair of any damage caused to the school-related environment
- Any other disciplinary technique that positively promotes the student code of conduct and desired character trait(s).

**Level B** discipline offenses are intermediate acts of misconduct that require administrative intervention. These acts include, but are not limited to, repeated, but unrelated, acts of minor misconduct and misbehaviors directed against person or property but which do not seriously endanger the health, safety, or well-being of others. Consideration of necessary behavior support services should be given, if not already provided.

Students guilty of a Level B offense may receive any of the discipline management techniques appropriate for the situation as determined by the principal or designee, including, but not limited to the following:

- Administration of corporal punishment (1 to 3 licks)
- Student participation in conference with parent/guardian, teacher, and/or principal
- Restriction from programs and special assemblies or school activities held during and after school.
- Assignment to detention – after school or lunchtime
- In-school suspension for up to seven school days.
- Suspension from school for up to five school days
- Participation in the cleaning/repair of any damages caused to the school-related environment
- Financial restitution for the repair of any damages caused to the school-related environment
- Assignment of school chores
- Development of a written or graphic representation that reflects understanding of the specific misbehavior, the nature of the expected behavior, and the related character trait(s)
- Participation in a school-service project which enables the student to be engaged in the desired character trait(s)
- Referral to behavior support services
- Contract between student, parent, and/or school
- Confiscation
- 1-3 days of Lunch Detention
- Bus suspension for 1 to 10 days for bus-related offenses

**Level C** discipline offenses are serious acts of misconduct including, but not limited to, repeated misbehavior that is similar in nature, serious disruptions of the school environment, threats to health, safety, or property, and other acts of serious misconduct. Student and parent/guardian participation in a conference with the administrator is a required element of all disciplinary actions in this category, even if such a conference has previously occurred. Initiation of necessary behavior support services should be given, if not already provided. Due process procedures required by federal and state law will be followed. These may include such procedures as the school disciplinary tribunal and/or procedural safeguards provided by the 1997 Individuals with Disabilities Education Act.

Students guilty of a Level C offense may receive any of the discipline management techniques appropriate for the situation as determined by the principal or designee, including, but not limited to the following:

- Restriction from programs and special assemblies or school activities held during and after school.
- In-school suspension for 8 to 15 days.
- Out of school suspension for 6 to 10 days
- Bus Suspension for 10 to 20 days for bus-related offenses.
- Referral to Upson-Lee Alternative School for up to one semester and until such a time as the student meets the exit requirements for the alternative school program.
- Participation in the cleaning/repair of any damage caused to the school-related environment.
- Financial restitution for the repair of any damage caused to the school-related environment.
- Referral to law enforcement.
- Development of a written or graphic representation that reflects understanding of the specific misbehavior, the nature of the expected behavior, and the related character trait(s).
- Participation in a school-service project which enables the student to be engaged in the desired character trait(s)
- Administration of corporal punishment (3 licks)
- Referral to behavior support services

**Level D** discipline offenses are the most serious acts of misconduct. These offenses must be immediately reported to the administrator. Student and parent/guardian participation in a conference with the administrator is a required element of all disciplinary actions in this category, even if such a conference has previously occurred. Initiation of necessary behavior support services should be given, if not already provided. Due process procedures required by federal and state law will be followed. These may include such procedures as the school disciplinary tribunal and/or procedural safeguards provided by the 1997 Individuals with Disabilities Education Act:

- Out of school suspension over 10 days by disciplinary tribunal
- Referral to law enforcement
- Referral to Upson-Lee Alternative School for two semesters and until such a time as the student meets the exit requirements for the alternative school program.
- Expulsion from the regular school program for a minimum of one calendar year.
- Bus suspension for above 20 days
- Participation in the cleaning/repair of any damage caused to the school-related environment
- Financial restitution for the repair of any damage caused to the school-related environment.
- Referral to behavior support services
- Participation in a school-service project which enables the student to be engaged in the desired character trait(s)



**JUVENILE CODE 15-11-82 : Subsection C8**

**Authorization for school administrators to get information from local law officials about crimes committed by students.**

The following discipline procedures are outlined to ensure that all students are aware of the actions which violate school rules and the consequences of such actions. It should be pointed out, however, that this list is not all-inclusive. A student committing an act of misconduct not listed will be subject to the discretionary authority of the principal. Principals shall have a wide latitude of discretion in determining the degree of student involvement in disciplinary matters. Parent involvement through conferences is the most desirable avenue for correcting behavioral problems and will be used when possible. Disciplinary actions may include any or all of the following: conferences, detention, in-school suspension, Saturday work program, out of school suspension, referral to a Disciplinary Hearing, and referral to the appropriate authorities. 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. Once a student has appeared before a Disciplinary Hearing Officer or Panel, the principal is authorized to request another hearing at any future time during the student's educational career in the school system. Students will receive copies of the School Disciplinary Policies/Procedures and will also receive an orientation from the administration and faculty. Students will also be requested to share this information with their parents/guardian.

**STATE DEPARTMENT OF EDUCATION  
RULES/REGULATIONS  
(partial listing)**

- JB- Student Attendance
- JCAB-Student Interviews and Searches
- JCAC-Harassment
- JCAD-Racial Harassment
- JCDA-Student Behavior
- JCDA-Student Tobacco Use
- JCDB – Dress code
- JCDAF – Beepers/Mobile Phones/Paging Devices
- JBD – Attendance
- JCDAB – Alcohol
- JCDAC – Drugs
- JCDAE – Weapons

- JCDAG-Bullying
- JCE – Student Complaints and Grievance
- JCAB – Interrogation and Searches
- JCED – Sexual Harassment
- JCAD – Student Verbal or Physical Act of Bigotry
- JCEC – Demonstration and Strikes by Students
- JD – Discipline
- JDA – Corporal Punishment
- JDD/JDE – Student Suspension and Expulsion
- JDF-Teacher Authority to Remove Students
- JGCD-Medication
- JGF-Student Safety
- JGFAA/EBBCA – Bomb Threat
- JCDAC/EDCB – Bus Conduct

**LAWS, POLICIES, AND PROCEDURES  
(partial listing)**

- O.C.G.A. 16-11-1271 – Carrying Weapons at School
- O.C.G.A. 20-2-145 – Character Education Program
- O.C.G.A. 20-2-210 – Annual Performance Evaluation
- O.C.G.A. 20-2-730 – Corporal Punishment
- O.C.G.A. 20-2-731 – Corporal Punishment
- O.C.G.A. 20-2-732 – Corporal Punishment
- O.C.G.A. 20-2-735 – Local Board Policies; Codes of Conduct; Student Support Process; Progressive Discipline Process; Parental Involvement Process
- O.C.G.A. 20/2736 – Codes of Conduct; Distribution of, Violations of, Parental Involvement.
- O.C.G.A. 20-2-737 – Student Violation of Codes of Conduct
- O.C.G.A. 20-2-738 – Removing Disruptive Students from Classroom
- O.C.G.A. 20-2-739 – Conflict Management & Cultural diversity Training
- O.C.G.A. 20-2-740 – Annual Discipline Reports
- O.C.G.A. 20-2-741 – Codes of Conduct to Department of Education; Disabled Students; Tribunal Act; Chronic Disciplinary Problem Student Act
- O.C.G.A. 20-2-750 – Disciplinary Tribunal Act
- O.C.G.A. 20-2-751 – Disciplinary Tribunal Act
- O.C.G.A. 20-2-751.1 – Weapons on Campus Statute
- O.C.G.A. 20-2-751.4 – Bullying Statute
- O.C.G.A. 20-2-751.5 – Require the Signatures of Students & Parents on the Codes of Conduct
- O.C.G.A. 20-2-752 – Disciplinary Tribunal Act
- O.C.G.A. 20-2-753 – Disciplinary Tribunal Act
- O.C.G.A. 20-2-754 – Disciplinary Tribunal Act
- O.C.G.A. 20-2-755 – Disciplinary Tribunal Act
- O.C.G.A. 20-2-756 – Disciplinary Tribunal Act
- O.C.G.A. 20-2-757 – Disciplinary Tribunal Act
- O.C.G.A. 20-2-758 – Disciplinary Tribunal Act
- O.C.G.A. 20-2-759 – Disciplinary Tribunal Act
- O.C.G.A. 20-2-764 – Chronic Disciplinary Problem Stud Act
- O.C.G.A. 20-2-765 – Chronic Disciplinary Problem Stud Act
- O.C.G.A. 20-2-766 – Chronic Disciplinary Problem Stud Act
- O.C.G.A. 20-2-768 – Refusal to Enroll Disciplined Students
- O.C.G.A. 20-2-769 – Alternative Educational Program
- O.C.G.A. 20-2-1183 – Electronic Pagers
- TUBOE-JCDAC -

**CHART OF POSSIBLE CONSEQUENCES**

VIOLATION	A	B	C	D
Alcoholic beverages possession, use or being under the influence.			X	X
Altercation.		X	X	
Any other conduct considered by the principal to be disruptive.	X	X	X	
Any violation of local/state/federal law.		X	X	X
Assault and Battery of students/staff		X	X	X
AWOL	X	X	X	
Bomb Threat			X	X
Bullying (Code Section 20-2-751-4)		X	X	X
Bus Safety Violation		X	X	X
Cheating/Forgery	X	X	X	
Chronic Disruption		X	X	
Classroom Disruption	X	X	X	
Compulsory attendance violation		X	X	
Conduct outside of school time/away from school that poses a threat to the school.			X	X
Disorderly Conduct			X	X
Disrespectful Conduct	X	X	X	

VIOLATION	A	B	C	D
Indecent Exposure			X	X
Loitering, Trespassing	X	X	X	
Marking, defacing, or destroying the property of the school	X	X	X	X
Marking, defacing, or destroying the property of another student.	X	X	X	
Misrepresentation of information to school personnel	X	X	X	
Misuse of equipment.	X	X	X	
Off Campus Behavior	X	X	X	X
Off Task Behavior	X	X		
Pornography		X	X	X
Profanity, vulgarity, obscene language, writing, etc.	X	X	X	
Prohibited Items	X	X	X	X
Reckless conduct/physical injury to others		X	X	X
Refusal to follow instructions/Insubordination	X	X	X	
Sales/Solicitation items not approved	X	X	X	
School disruption, participation in riot, pulling fire alarm, or arson.	X	X	X	X
Sexual Assault			X	X

Distributing over the counter drugs/medication			X	X
Dress Code violation	X	X		
Drugs and drug paraphernalia possession/use.			X	X
Distribution or sale of illegal drugs				X
Electronic Communication Devices	X	X		
Failure to follow school rules	X	X	X	
*Falsifying, misrepresenting, omitting, or erroneously reporting information regarding instances of alleged inappropriate behavior by a teacher, administrator, or other school employee toward a student HB 1321			X	X
Fighting or instigating a fight		X	X	X
Gambling	X	X		
Gang/Gang Related Act.		X	X	X
Harassment	X	X	X	X
Inappropriate Bodily Contact	X	X	X	
Inciting, advising, or counseling of others to engage in prohibited acts	X	X	X	X

Sexual Harassment		X	X	X
Sexual Misconduct	X	X	X	X
Skipping class/Chronic Tardiness	X	X		
Theft			X	X
Threatening staff or students		X	X	X
Tobacco products and paraphernalia possession		X	X	X
Truancy		X	X	
Unauthorized use of Internet	X	X	X	X
Verbal Assault of students/staff	X	X	X	X
Weapons and related objects (Code 16-11-127-1)		X	X	X
Willful or malicious damage to real or personal property of the school or to personal property of any person legitimately at the school	X	X	X	X
Willful and persistent violation of the student code of conduct	X	X	X	X

### Appendix B: Reporting Bullying

