

FACULTY AND STAFF HANDBOOK



2020-2021

A Georgia Lighthouse School to Watch school since 2005

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

Creed

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

Mission Statement

Excellence in education... Every individual, Every day

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.

ULMS Master Schedule

	6th Grade		7th grade		8th grade
Breakfast	7:35-7:50	Breakfast	7:35-7:50	Breakfast	7:35-7:50
SSR	7:50-8:10	SSR	7:50-8:10	SSR	7:50-8:10
HB	8:10-8:20	HB	8:10-8:20	HR	8:10-8:20
1st	8:20-9:15- c1 (45) (10 min RR)	1st	8:20-9:50 (75 +15 min RR)	1st	8:20-9:30- A1 (55 m + 15 RR)
2nd	9:15-10:00- c2 (45)	2nd	9:50-11:05 -A2 (75)	2nd	9:30-10:25-A2
3rd	10:00-11:15 A1 (75)	3rd	11:05-12:10	3rd	10:30-11:25 - C1 (45 +10)
4th	11:15-12:20		11:05-11:45 (ELT)	4th	11:25-12:10- C2 (45)
	11:15-11:40- Lunch		11:45-12:10 (lunch)	5th	11:45-2:10
	11:40-12:20- ELT	4th	12:10-1:25 - A3		12:10-12:35- lunch
5th	12:20-1:35- A2 (75)	5th	1:30-2:25- C1 (45 +10 RR)		12:35-1:00 ELT
	1:35-1:50 restroom (15)			6th	1:00-2:10 (55 + 15 rest room)- A3
6th	1:55-3:10-A3 (75)	6th	2:25-3:10- C2 (75)	7th	2:15-3:10- A4 (55)
Begin Dismissal	3:10	Begin Dismissal	3:10	Begin Dismissal	3:10

ELT: Academic ELT on Monday, Tuesday and Thursday for 6th and 7th grades and Monday, Tuesday, Wednesday and Thursday for 8th grade. Every other Friday will be Advisement. The opposite Friday will be Team Time. 6th and 7th grade will also have Team Time on every Wednesday.

Restrooms are Open						
9-10	9:00-9:15	6th connections	Connections:			
	9:15-9:30	8th	Gym: PE			
	9:35-9:45	7th	Outside Gym	Art, Tech		
			6th grade	band, chorus		
11-12	11:05-11:15	7th	7th grade	Wheless, K Thompson		
	11:15-11:25	8th connections	8th grade	Ag		
	11:25-11:40	6th				
				6th	7th	8th
1:30-2:30	1:35-1:60	6th	Outside Gym	White Pages	Silver Squires	
	1:50-2:10	8th	6th grade	Purple Pages	Purple Squires	Purple Knights
	2:15-2:25	7th connections	7th grade	Black Pages	White Squires	Silver Knights
			8th grade	Silver Pages	Silver Squires	Black Knights

ACTIVITY SCHEDULE

	6th Grade		7th grade		8th grade
SSR	7:50-8:10	SSR	7:50-8:10	SSR	7:50-8:10
HB	8:10-8:20	HB	8:10-8:20	HR	8:10-8:20
1st	8:20-9:10- c1 (40) (10 min RR)	1st	8:20-9:45 - A1 (70 +15 min RR)	1st	8:20-9:25- A1 (50 m + 15 RR)
2nd	9:10-9:50- c2 (40)	2nd	9:45-12:55- A2 (70)	2nd	9:25-10:15-A2 - (50)
3rd	9:50- 11:15- A1 (70) (15 RR)	3rd	10:55-12:20- A3 (70/15 RR)	3rd	10:20--11:10- C1 (40 +10)
4th	11:15-11:40- (lunch 25)		12:20-12:45- lunch	4th	11:10--11:50- C2 (40)
	11:40-12:50 (70)- A2	4th	12:50-1:40- C! (40 +10 rr)	5th	11:50-12:15- lunch (25)
5th	12:25-2:05-A3 (70)	5th	1:40-2:20 c2-(40)		12:15-1:20- A3 (50 +15)
	2:05-2:20 restroom (15)		1:30-2:25- C1 (45 +10 RR)	6th	1:20-2:20 (60)
6th	2:20-3:05- Activity	6th	2:20-3:05- Activity	7th	2:20-3:05- Activity
Begin Dismissal	3:05 to HB	Begin Dismissal	3:05 to HB	Begin Dismissal	3:05 to HB
	3:10		3:10		3:10

Activity Schedule will be 4 days per 9 weeks for Clubs/PepRally and the day before a major holiday. This takes 5 min from all classes and ELT/SSR time These are the tentative dates:

Aug 28 - Pep Rally	Nov. 13- Clubs	Jan 8 - Pep Rally	March 12- clubs
Sept 18- Clubs	Nov 20- Day before Thanksgiving	January 22- Clubs	April 1- Day before Spring Break
Oct 9- Day before Fall Break	Dec. 11- Clubs	Feb 12- Day before Winter Break	April 23- Clubs
Oct 23- Clubs	Dec 17- Day before Christmas Break	Feb 26- Clubs	May - TBA

MORNING DUTY

It is your responsibility to find coverage for your area if you are out.

Location	Time	Task	Assignment
Front Lobby	7:25-8:00	Check temps of those entering the front of the building	Hardeman K. Phillips
Gym	7:15-7:35 halls- 7:35-8:00	<ul style="list-style-type: none"> actively monitor student behavior/seating dismiss students a section at a time in a timely manner Staff should supervise the exact area assigned. Be a smiling, positive face to students while in the gym. Assist these students with grab and go breakfast. (Graddick comes to cafeteria) 	Graddick 6th- Poole 7th- Wells 8th- English
Drop -off Lot	7:25-8:00	<ul style="list-style-type: none"> Check temps of those entering the front of the building Actively monitor students and parents/cars Directs students into school 	J. Wheelless Jared Jordan Wingard Karen Knight Ashley Thompson Perdue *Deputy Turner
Cafeteria /top of hall for temp checks/calls	7:15-8:10	<ul style="list-style-type: none"> 2nd temp check Call parents 	Gulley Graddick after 7:35
Bridge	7:25-8:00	<ul style="list-style-type: none"> Actively monitor student behavior as they walk up the stairs, across the bridge and down the other steps. 1 adult is posted at the top of each flight of steps to ensure monitoring on both the steps and the bridge. 	Lot side of bridge- Z. McLane School side of bridge- M. Smirh
6th grade Hall intersection with Main Hall	7:30-8:00	<ul style="list-style-type: none"> Monitor students as they bring instruments to band room Monitor as students begin to move into 6th grade building, 	K. Sosebee
button of 7th grade hall	7:30-8:00	<ul style="list-style-type: none"> Monitor student behavior as they move down the 7th grade hall. 	J. Jordan
7th grade intersection	7:30-8:00	<ul style="list-style-type: none"> Monitor student behavior as they move down the 7th grade hall. 	Matthews
8th grade intersection	7:30-8:00	<ul style="list-style-type: none"> Monitor student behavior as they move down the 8th grade hall. 	K. Thompson
Inside doors at 7th grade hall	7:15-8:10	<ul style="list-style-type: none"> Actively monitor students as they come into the building. 	Lowry
Bus Ramp	7:15- last bus	<ul style="list-style-type: none"> Release buses 2 at a time monitor students 	Rechtorovic Tim Cook
At the classroom door so that the hall area and the classroom may be seen	7:35	<ul style="list-style-type: none"> Actively monitor student behavior 	All Homebase teachers

CHANGE OF CLASSES/LUNCH DUTIES

It is your responsibility to find coverage for your area if you are out.

Location	Time	Task	Assignment
On halls	each class change on team	Teachers in doorway supervising students exiting classes and changing in hall way	All teachers with students assigned
from hall to connection class	change to connection	Decide within the team, with grade level admin, how to monitor which option: 1- Walk as a class to connections 2- Walk as a team to connections.	all teachers
from Connections to classes	change back to class from connections	Connections teachers will walk students to their hall Classroom teachers will be in doors	all teachers
Lunch	Covid Plan	Lunch in rooms	

AFTERNOON DISMISSAL ASSIGNMENT

It is your responsibility to find coverage for your area if you are out.

Location	Time	Task	Assignment
Bus ramp: Zone A (Top and 8th grade steps) Zone B (Between 8th grade steps and 7th grade steps) Zone C (Between 7th grade steps and 6th grade steps) Zone D (6th grade steps to gas tank)	3:10- buses are gone	<ul style="list-style-type: none"> ● Monitor students getting on the bus ● Graddick will motion for the buses to release when the ramp is clear. ● Rechterovic will call for the next wave when the first bus turns onto the drive. 	A- Graddick B- Waddell C- Shaw D- Rechterovic
Top of 8th grade steps	3:10- buses are gone	Monitor student behavior to the bus	C. Wall
Top of 7th grade steps	3:10- buses are gone	Monitor student behavior to the bus	L. McDaniel
Top of 6th grade steps	3:10- buses are gone	Monitor student behavior to the bus	Greer
Top steps of bridge nearest the building	3:10- buses are gone	Monitor students on the bridge	Tammy Wheelless
Top steps of bridge nearest the parking lot	3:10- buses are gone	Monitoring students on the bridge	Payne
Edge of cafeteria	3:10- last wave is called	Monitor student movemet	Holt
7 th grade intersection	3:10- buses are gone	Monitor crossing and traffic	M. McDaniel
Student parking lot	3:05	Monitor traffic control and student behavior at the steps of the parking lot	J. Wheelless
Student parking lot	3:05	Monitor traffic control and student behavior in the back of the parking lot	Eubanks
Student parking lot	3:05	Monitor student behavior Monitor traffic control and student behavior in the middle walkway of the parking lot	Parrott
Student parking lot	2:45	Monitor traffic control in the parking lot	SRO
Holstun Drive & Hwy. 74	3:05	Direct traffic	Police Dept.
Out front	3:10	Monitor students leaving campus to walk or ride front buses (must ensure that students are not in front lobby)	S. Wheelless/Gulley
Outside counseling	3:05	Monitor student behavior leaving 6 th grade building, going into 7 th grade building.	Mallory- toward 6th grade hall Price outside Counseling door
6 th grade hall and restroom/intersection	3:10- all buses are gone	Monitor student behavior	Brown
8 th grade hall and restroom/intersection	3:10	Monitor student behavior	Peoples
Elementary students	?	Get students off bus and to parents	L. Wainwright
Commons Area	3:10	Monitoring student behavior as they move out of building	Reeves
In each doorway	3:05	Monitoring Student Behavior in the hall and in classroom. Teacher should be standing in doorway.	All Teachers

During breakfast and lunch in the classrooms, students may be on phones and given some “free time” in their assigned desks. Teachers may show appropriate movies/videos during that time. Everything should be put up at 7:50 to begin SSR and at the end of the designated lunch period.

*GAA Para's will be assigned by the teacher to get students on and off the bus/out of cars each day

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.

All staff should FOB themselves in the building each morning and afternoon.

Address/Telephone Number/Contact 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 1st Day Packets. Review the information closely to ensure accuracy. This will also be sent home with each Report Card.

east 60% or more alcohol content or Clorox wipes. Handheld pencil sharpeners are optional. Buy a good supply of these items while they are on sale.

Announcements

Announcements are made each morning and are also emailed to all teachers once a day. All BYOT should be off during announcements. All teachers should log in to facebook live to watch the announcements.

Arrival of Students

- ❑ Buses may begin to unload at 7:15. Bus riders will go directly to the gym until 7:35 when they will be released to the homerooms.
- ❑ Walkers and car riders may arrive on campus at 7:30
- ❑ After 8:00, students should be directed to the Attendance Secretary (Ms. Mayes) for a late pass. Attendance should be taken between 8:10-8:20 each day through IC.

Assemblies

Students will attend assemblies with their homebase teacher. All teachers are to attend assemblies unless prior approval is given. Teachers are to monitor and supervise student behavior during assemblies. All students are to go to every assembly unless approved by Mrs. Gulley.

Attendance of Staff

- ❑ **ARRIVAL:** Each staff member should FOB in by 7:30 a.m. (unless notified due to a morning duty). Temperature checks should be done as soon as the staff member enters the building. ****STAFF TARDIES (District Non-Negotiable)*** *Not only is it important for staff members to be at work each day, but it is also essential for them to be on time for the safety of students and for efficient operations. All faculty and staff should report to work at their designated time. Sign in times will be monitored. Reports will be generated and placed in your box at the end of each month. Faculty and staff with ten or more tardies can be given an unsatisfactory score on the TKES/end of the year evaluation. If you anticipate being late, please notify an administrator by phone, email, or text. Faculty Tardy Procedure for Cumulative Tardies*
 - 3 tardies: Verbal reminder and documentation from administrator.*
 - 6 tardies: Verbal or written conference. Documentation of conference in TKES notes.*
 - 10+ tardies: Formal letter of directive addressing tardies, communication regarding tardies, and number of tardies.*

Level

2 or lower rating on standards for Professionalism and/or Communication TKES/LKES, NI for non-TKES

certified, or Plan for Improvement for Classified. Letter is forwarded to Dr. Jeff Kelly.
- ❑ Staff members are required to be at school until 3:30 p.m. (unless notified due to a morning duty). Teachers may not leave until all buses have cleared the area.
- ❑ Hours during pre-planning, planning days, and post-planning are 8:00-4:00 with the lunch hour being between 11:00- 1:00 p.m. unless noted otherwise. These will be identified and will remain the same throughout the year. Every faculty and staff member must FOB in and out each day. Reports will be generated and placed in your box at the end of each month.
- ❑ If you anticipate being late, please notify Mrs. Gulley by text.
- ❑ When an absence is needed, please follow the following:
 - Refer to district handbook concerning faculty/staff absences.
 - **All faculty members are required to secure their own substitute in case of an absence. An up to date substitute list will be on Google Drive.**
 - **Text** Mrs. Gulley and Mrs. Winters to let them know of the absence. You do not have to “ask permission”, just let them know.
 - For scheduled leave, please notify Mrs. Gulley /Mrs. Winters know in advance and then remind them the day before the leave is to be taken.

- A planned absence is to be logged into soft docs PRIOR to the absence being taken. If the absence is an emergency, the absence should be logged into soft docs within **3 days** of return to school. (If you secure a substitute before the morning of, that is a planned absence.)
- ☐ ***STAFF REQUESTS TO LEAVE CAMPUS DURING WORK HOURS (DISTRICT NON-NEGOTIABLE)** Requests to leave campus during instructional hours will only be considered for extreme emergencies. If an emergency should arise and a teacher must be off campus for less than one hour, he/she should complete the “sign in/out log” documentation located in the designated office. Sign the book in the designated office prior to leaving and upon returning
- Make sure class/duty is covered
 - No one should leave campus for any reason without signing the book.
 - If the activity will require more than an hour, leave (sick or personal) should be taken.
 - Teachers who need to leave early for college classes on a regular basis should complete a leave request with the beginning and ending dates of the class, requested time for daily departure, destination and give it to the principal.
- ☐ See System Handbook concerning Leave. “Sick leave may be used for personal illness, physical disability or injury.” Personal leave should be requested and approved in advance. Preferably, a seven-day notice should be given, but a three day notice is required. In extreme emergency situations, please see the principal for prior approval. Personal leave request forms are available in the main office. Teachers needing maternity leave should notify the Principal’s office in writing as to the length and date of their expected maternity leave. This must be accomplished at least sixty (60) days prior to the anticipated date of leave. See Board Policy on GBRIC.

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.

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
- 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.

Cell Phone/Personal Technology

STAFF: During school hours, cell phones should not be in use and should be turned on silent. Personal text messaging, personal phone calls, and checking or posting on social media websites should NOT occur during the school day. Posting pictures or videos of your students on your personal social media should never occur. Disciplinary action may be taken if caught violating this rule. Bluetooth answering devices should not be worn by staff during the instructional day. If you anticipate an emergency call, please notify an administrator.

Computer use is limited to instructional use only except during planning. Therefore, email notification alarms should be silenced while students are present. Staff members should not use the school’s email for chain letters, games, or the like. All emails sent to “ULMS” or “personnel” should be approved by administrative staff prior to sending. Under no circumstances are cell phones allowed to be turned on or left on vibrate status during statewide testing times. This would designate a testing irregularity within the testing environment.

Change of Address/Phone Number

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

Child Abuse and Neglect

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

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

Children of Employees

- ☐ During the time a staff member is on duty at ULMS (7:30-3:30) his/her first priority are the students at ULMS. Personal children may be on campus with the staff member as long as the child does not become a distraction.

- ❑ Only children and grandchildren of employees are allowed to ride the shuttle bus to and from the schools. Childcare arrangements should be made for pre-planning, post-planning, in-service days, or professional learning time and during after school duties. (game duties, Open – House, 8th grade picnic, etc.)
- ❑ All children of employees who arrive on the shuttle bus will have to **remain in parents/grandparents classroom for the remainder of the school day.**
- ❑ Children/grandchildren of employees who arrive early or stay late should behave in a manner that does not disrupt others.
- ❑ Upon arriving at school each morning, children of parents/grandparents are to go directly to their homerooms.
- ❑ No children of employees should be dropped off/picked up in the back of the school.
- ❑ Children of employees do not need to be in any type of after school meeting.

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.

Classroom Discipline Policy and 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.

PBIS The PBIS approach to positive discipline will be implemented school wide so that teacher behavior will reflect on reinforcement of positive student behavior rather than a focus on correcting negative student behavior to result in improvement of student behavior.

- PBIS is a system approaching discipline in a positive, proactive way. PBIS reinforces acceptable behaviors and supports modeling and instruction in school based behavioral protocol.
- Targeted areas of expectations will be placed in the student handbook, taught throughout the school year, and will be modeled and reinforced in all environments.
- A yearly review of PBIS will be done with staff at the beginning of each year.
- A PBIS orientation will be done with all students each year, as determined by the committee.

All teachers are to use the 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. A classroom matrix has been completed by the leadership team to ensure expectation are the same from classroom to classroom. Each classroom should have the expected classroom behaviors posted.

All 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. When classroom rules are not followed, students will be given an agenda stamp and the action will be documented through a Student Incident Report (SIR). On the 3rd SIR, the student will be referred to the grade level administrator.

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.

SIR Discipline Step 1	SIR Discipline Step 2	SIR Discipline Step 3
(after verbal warning) <ul style="list-style-type: none"> ● Agenda stamp ● Parent contact. 	<ul style="list-style-type: none"> ● Agenda stamp ● Parent contact. ● Student meeting with teacher to complete a Behavior Reflection Sheet 	<ul style="list-style-type: none"> ● Agenda stamp ● Parent contact ● Referral sent to grade level administrator for assigned consequences.

Documented warnings are done in a covert manner. Also, a child should be aware of the documented warning and the behavior that prompted the warning.

- All discipline is kept individually by all teachers using the discipline form.
- Documentation must include date, description of the offense, consequence, and communication notes.
- Teachers must document it on an SRI form and attempt to make contact with parents. The parent contact should be noted in IC.
- If a co-teacher follows a student from class to class, the actions in one classroom should not affect the following class.

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 District Code of Conduct for list of classroom managed behaviors. When referrals are sent to the administration, the action is then out of the hands of the teacher. It is up to the administrator to follow the Code of Conduct as needed.

Teachers should make every effort to handle classroom discipline. When a student continues to disrupt the class, the teacher should try the following:

- Re-locate the student to a different place in the classroom.
- Move the student to another classroom on the hall in the same content area.
- Students are not to be put out in the hall to complete assignments as a disciplinary measure.
- There is to be NO whole group punishment. Students should be punished individually.

The administrator should be called to the classroom in extreme emergencies. When the administrator is called, a referral should be sent to the office as soon as possible. A student should NEVER be sent to sit on a bench to wait on an administrator.

P.E. teachers should follow the discipline steps for students not dressing out. There should be no physical punishment for refusing to dress out.

Failure to do work or failure to participate is not a discipline step. Parents and counselors should be contacted and an effort made to see why the student is not participating. A focus team meeting may be needed if failure to work/participate continues.

Once a referral has been turned in to an administrator, the discipline is out of the teachers' hand. The action is up to the administrator to decide how to handle the referral. The administrators follow a progressive discipline plan.

Only put the initials of any additional students involved in the discipline referral. For example, if the referral was on John Doe. He got into an altercation with Sam Smith. "SS" should be the only thing listed on John Doe's referral.

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

Clinic

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.

Closets in Classrooms

Clubs

Clubs will meet one time a month. Every student will be involved in clubs this year, therefore, every teacher will be assigned a club duty. Students should not be in the halls during club periods. The dates for clubs can be found on the school calendar. Club sponsors should check roll and should not release students to go anywhere else in the building. **No clubs can be cancelled without prior principal approval.** Club time is a great time to bring in guest speakers from our community with prior approval from Mrs. Gulley. Students need to return to homebase before going to clubs. There will be an announcement for students to move to clubs. ALL students will return to homebase at the end of clubs.

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:

Dr. Jeff Kelly, 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:

Julie English, 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

Computers/Chromebooks/Calculators

Request for computer maintenance or repair should be made on the school website. Please do not stop the technology staff to initiate repair orders when meeting them in the hall, etc. It is not necessary to turn off the computer except over weekends. The monitor and projector should be turned off daily. Computers should not be moved from room to room. Each teacher should have a daily routine used each class period to monitor student use and check-in and check-out of the Chromebooks. If you have questions, please see your IC or AP. All Chromebooks and calculators should be numbered or labeled.

Conduct of Staff

The staff of ULMS shall conduct themselves in a professional manner, mindful of their role model position and according to the professional ethics of teachers. Teachers should use extreme discretion in expressing to students, or in the presence of students, criticism of the school, school staff, school policy and procedures, or any other aspect of the school and its personnel. Teachers are expected to be familiar with and follow the teacher's code of ethics at all times. The code of ethics may be found in the *System Employee Handbook* Section. Teachers should be very cautious calling/texting students and/or "friending" students on Facebook, etc.

Confidentiality of Student Information

Staff members should be aware of preserving the confidentiality of students and students' information. Personal information on a student (IEP, 504, grades, medical info, etc.) should never be shared over e-mail or discussed in places that might make the lack of confidentiality of student information a concern.

Confiscation of Student Property

Toys can be held and returned by the teacher at the end of that particular school day. The teacher or staff member will be responsible for the confiscated item(s) until turned over to the designated person. Prohibited items are listed in the student handbook. If you have any questions please see your grade level administrator. Student cell phones can be confiscated but should be returned to the student at the end of that specific class period. The cell phone while in teacher's position is the responsibility of the teacher.

Copies and Copy Etiquette

- All copies used for instructional purposes should be approved by ICs and turned in to the copy desk for copies to be made.
- Only in emergency situations should teachers make their own copies. **Due to the cost of copies on the big copy machines in the front office, teachers and staff may not make over 30 copies per day and must enter personal code.**
- Only front office staff may use the Risograph.
- When a problem occurs while you are using a copier, please do not walk away without notifying someone. Please remember that we have personnel who will make all copies if you plan ahead at least 24 hours.
- Do not make copies of material that can easily be written by the students. Remember, all thinking maps should be drawn by the student. Due to the expense of ink, you may not print class sets on your classroom printer. Each teacher will be allowed one ink cartridge. Any further ink cartridges needed must receive prior approval from the principal. No personal copies should be made on the printers or copiers.
- During pandemic times, it is suggested that we limit the amount of paper that exchanges hands.

Curriculum

- All teachers are part of the curriculum committee for the specific discipline they teach.
- All teachers are required to attend the curriculum meetings. Any necessary absence must be approved by the principal.
- The purpose of the curriculum meetings is for teachers to collaborate on effective teaching strategies, student work, curriculum prioritization, and timelines for delivery; to plan special events, activities, and interdisciplinary units for their subject matter; to review and recommend appropriate materials and guidelines, and to review professional learning.
- Additional information can be found in the curriculum handbook.
- The Thomaston-Upson School system curriculum is based on the Georgia Standards of Excellence. If you need a copy of the standards, visit the state website at www.doe.k12.ga.us/.
- Curriculum materials supply requests should be turned in to the instructional coach. Upon retirement or when your employment with this school ends, these materials should be returned to the media center. All materials not turned in will be the responsibility of the teacher. In addition, teachers are issued homework, parent signature, and discipline stamps yearly. A replacement cost for each stamp is required if a stamp is not returned at the end of the year.

Discipline Policy of Staff

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

The supervisor will give the employee a verbal warning and document the warning.

(May skip this step if deemed severe)

The employee will receive a written warning which will be placed in the employee's file.

Third and Subsequent: The employee will receive a written reprimand from the supervisor.

If the employee is a certified staff member, the employee will receive notice of a Georgia Teachers Duties and Responsibilities violation. The supervisor will notify the Superintendent and Board of Education, and additional employment action up to and including suspension and/or termination may occur.

Dress Code of Staff (District Non-Negotiable)

Professional, business casual dress is expected at all times. On regular school days, please adhere to the following: Employees must dress in an appropriate, professional manner each day. Clothes must be of an appropriate length and fit. All dresses, skirts, and dress shorts must fall within 2 inches from the top of the knee cap. If leggings are worn underneath dresses, the dress/skirt must still fall within 2 inches from the top of the knee cap.

- *Jeans may be worn only on designated days. When jeans are worn, they must be appropriate for a professional day. **Jeans should not have holes or frays.***
- *No t-shirts and hoodies are to be worn. The exception is on designated spirit days. Physical Education teachers are allowed to wear t-shirts to work each day.*
- *See-through blouses, low-cut blouses or dresses, halters, spaghetti strap tops, racer-back tops/dresses, bare midriff or strapless tops, mini- skirts, or skirts with deep slits should not be worn. Bedroom shoes and athletic slides are not appropriate.*
- *No clothing that is faded, dirty, excessively tight, or torn may be worn.*
- *Flip-flops should be dressy, sandal-type shoes. Avoid the all plastic flip-flops. (i.e. beach or shower) (Yellow Box, Sanuk, Switch-flops, Teva, Reef, Sperry, etc. are fine.)*
- *Warm-ups/sweat suits/yoga pants/leggings with t-shirts should not be worn.*
- *Tank tops/halter tops are not allowed to be worn unless worn underneath another article of clothing (shirt or jacket). Low cut, revealing tops are not permitted. Appropriate undergarments must also be worn.*
- *Piercings may be worn in ears only.*

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. This includes vaping devices. Smoking or any other use of tobacco is not allowed on any Thomaston-Upson County school property as of July 1, 1997. This includes parking lots and at any after school extra curricular activity. Reference: BOE Policy JCDAC and Admin Regulation JCDAC-R(1). All policies concerning drug offenses are listed in the Code of Conduct.

Evaluations

Everyone in the building is formally evaluated at least one time per year. All teachers will be evaluated by the Teacher Keys Effectiveness System (TKES) this year. Ongoing training and orientation will be given during the year. A letter will be given to teachers to determine if the teacher will be on a formative (6) or flexible (2) plan. Counselors, Coaches and Media Specialist will be evaluated using the GTOI Annual Evaluation. All non-certified staff will be evaluated by a system-created evaluation. Instructional Coaches and Administrators will be casually visiting all classrooms frequently. Every staff member holding a certified or classified certificate will enter yearly goals in TKES. The goals are tied to the PSC for certificate renewal.

Extended Learning Time

Extended Learning Time (ELT) is a scheduled period within 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. 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 Friday. Academic Time is 3-4 days per week. This is a time for enrichment/remediation.

Extracurricular Activities

EXTRA CURRICULAR DUTIES AND RESPONSIBILITIES FOR TEACHERS

All teachers are to work two sporting events and a dance as part of their assigned duties. The assignment sheets will be placed in the mailroom prior to each event. Do not add extra lines to the papers. Once all the lines are filled, the duty is full and another duty must be chosen. Once you have signed up to work, do not remove your name unless you find someone to work in your place. Write your replacements name on the duty sheet.

Athletic Duties-Teachers should arrive on time (3:45) to the duty and stay until the administrator on duty dismisses everyone. Workers must spread out and actively supervise or work.

Dance Duty- Teachers should arrive on time (5:45) to the duty and stay until the administrator on duty dismisses everyone. Workers must spread out and actively supervise or work.

All teachers are required to attend after school activities (open houses, parent meetings, faculty meetings, orientations, dances, sporting events, etc...).

Faculty Meetings

Faculty meetings will be scheduled monthly on the last Monday of each month. The dates are on the calendar for the year. Appointments and practices should be scheduled around these standing meetings. Your attendance at these faculty meetings is mandatory. Prior notification must be given to Mrs. Gulley if you have a conflict with a meeting. A make-up meeting will be held at 6:30am the following day for anyone who is unable to attend the Monday meeting.

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 email 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.

FIDUCIARY RESPONSIBILITIES

Occasionally teachers collect money from students for locker rental and other school related activities. Teachers have the responsibility of following all instructions regarding collection of monies, accurately accounting for all monies collected, and turning in daily all monies collected to proper designee. Teachers will be held accountable for all monies collected on behalf of school activities. Any money collected must be receipted. All money collected must be turned in to the principal's secretary each day to be locked in the vault.

FOCUS TEAM/MTSS

Focus teams are in place to ensure student academic and social success. Focus Team Meetings are also known as Student/Team Meetings or Parent/Student/Team Meetings.

- The team leader or a teacher should begin the Focus Team Process. Some reasons to start a Focus Team include: failing one or more subjects at a midterm, attendance, a concern from a school employee about a student's well-being, minor behaviors that reoccur after parent contact has been made, etc.
- If a parent request a meeting with a teacher, that teacher/team should set up the meeting. The counselors will not set up focus team meetings.
- Required Focus Team Meeting Documentation must be included when making a MTSS Referral. If you have questions about whether to refer to MTSS or Focus Team, please see the Student Support Specialist.
-

Food / Beverage

Food, candy, gum, and beverages are only allowed in the classroom when students/visitors/parents are not present or, when everyone is served. Students are not to be sent to get food or drink items for teachers. Students may not have candy at school except at organized activities. Teachers should not eat candy, or drink sodas, coffee, etc. in class with students. Teachers may have water. Students may have water in class. Water should be in a clear container. Students may bring food back from the cafeteria if students have not had enough time to eat.

Grading

Grade Communication:

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

- Graded papers are sent home every week on Wednesday. Teachers will send a REMIND to let parents know the number of papers being sent home.
- Midterms and report cards are issued to all students.
- The intention of Infinite 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 username 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://Infinite.Campus.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.

GRADING POLICY AND GUIDELINES

- Infinite Campus Gradebook will be setup together during a planning period on the first week of school. Everyone must have the same categories and weights in their grade book. Name the categories EXACTLY as assigned by the Data Clerk. The Data Clerk will check each gradebook for correctness.
- Grade averages with .5 or higher will be rounded to the next whole number.
- No average higher than 100 may be given.
- No verbal reporting of grades by students should occur and no grading will be done by students.
- All students will receive a midterm progress report, and the midterm progress report will reflect the actual grade at midterm. Midterms must be copied before sending home to assure no changes are made to the original.

- It is the responsibility of the home base teacher to verify that all report cards and midterms are returned signed by the parents or guardian. After three days, the team must notify the parent of any report cards not returned.
- No report card grade may be lower than a circle 60. (Board Policy)
- Before the end of each grading period, a teacher should check IC to make sure that there are the right numbers of grades in each category.
- The two nine weeks' grades are averaged to determine a semester grade. The two semester grades are averaged to determine a yearly grade. These averages must be mathematically correct.
- At the end of each semester, teacher verification of grades must be supported by team verification. Each team will meet together in one room and will check each set of grades. See GRADE REPORTING Procedures.
- Parents need to be notified and it should be documented in writing if a student is not working to ability.
- Parents should be notified and it should be documented in writing throughout the grading period if a student is showing signs of failing.
- Grades must not be used as incentive/reward or a punitive measure. Grades are never to be used as a form of discipline or consequence for a student's behavior or failure to comply with rules and/or non-academic instructions/directions.
- Grades may not be lowered for reasons such as no name on paper or writing in ink, etc.
- All teachers need to look at report cards/progress reports together to ensure that the averages are correct.

GRADE RECORDS

Teachers' grade records are to be accurate and legible and kept by the nine weeks as a printed copy in a grade folder. Explanations of codes and grading systems used by the teacher should be placed in the front of the folder. Grade records are confidential and should be treated as such. Transfer grades for students who have transferred to ULMS (including students from the Alternative School) should be recorded as soon as possible. This includes grades for previous nine weeks and/or semester. Grades that are transferred from other schools should be coded appropriately on the report card in the comment section.

It is IMPERATIVE that grade books are accurate. Each teacher needs to have a plan to check and recheck what is entered.

GRADE REPORTING PROCEDURES

In order to verify grades, the following procedure will be implemented:

- Make sure that you have entered the assigned number of grades into each category
- When each teacher receives the print-out of his/her subject areas grades, (verification sheets) he/she will verify that the correct nine weeks grade is recorded by checking against original grade sheet.
- The team leader will have each teacher on the team, during a team meeting, check another teacher's semester and yearly averages to make sure the computation is correct.
- On the first copy of report cards:
- Team class teachers will verify that each student has the correct amount of grades on the card.
- Team class teachers should, again, check the semester and yearly averages in each subject area to make sure they are correct.
- A "circle 60" is given each 9 weeks for grades below 60. This is board policy.
- Missing assignments should be marked MISSING and ZERO until the student completes make-up work. In IC, assign a zero and right click to **label it as missing**. Attempts should be made and documented that parents have been notified of missing work.

Any exceptions to the above should be addressed to the principal who will do intermittent checks of gradebooks.

Notes Related to Grade Requirements:

- No Inside or End Unit tests should be given on Monday
- Each team should keep a calendar of Inside and End Unit. No more than 2 assessments should be given on a day.
- Inside and End Unit Assessments should not be given with a substitute without the approval of an Instructional Coach.
- Connections classes and P.E. should be passable if a student has put forth effort. Mrs. Guley will meet with P.E./Connections teachers who have students not passing their classes. Connections teachers should consider the amount of time a student has in your class.

Grade Categories, Weights, Minimum Number of Grades, & Assignments

Categories	% of average	# of grades that MUST be given by midterm	# of grades per 9 week	Examples of Assignments
Daily 25%	Daily 25%	2+	4+	*See Curriculum Handbook for exact description of assignments.*
Formative 45%	Formative 45%	3+	6+	*See Curriculum Handbook for exact description of assignments.*
Summative-30%	Summative-30%	1+	2+	*See Curriculum Handbook for exact description of assignments.*
	Must equal 100%	Minimum 6 grades	Minimum 12 grades	

Grading timeline as of August 1, 2020

August 17- October 9- 38 days

19 days- September 14

Midterms go home - September 16

Report cards go home Oct.28

October 20-December 17- 38 days

19 days- Nov 12

Midterms go home- Nov 18

Report Cards go home Jan 13

January 6-March 12- 42 days

21 days- Feb 4

Midterms go home- Feb 10

Report cards go home March 24

March 16-May 26- 46 days

23 days- April 23

Midterms go home April 28

On our own for final report cards

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.

Injury at Work

- If an employee has an accident while at work, a Workman's Compensation form must be completed with the principal's secretary immediately even if medical attention is not required at the time.
- The nurse may be called in to access.
- If it is determined that the staff member needs to see a doctor, a list of school approved physicians for administering workers comp claims is posted by the teacher mailboxes and clinic. A staff member must see a physician listed.

ISS

- Students who have in-school suspension (ISS) must be sent work that is as similar as possible to the work provided in the regular classroom by 8:00 am on the day(s) of the ISS assignment. At 8:10, the ISS Coordinator will notify the front desk if students do not have work. Those teachers will be notified to send work immediately.
- Students who have IEP's must have their ISS work modified accordingly and special education teacher in the primary area of disability must be responsible for monitoring student daily during ISS stay. This teacher should log in on the form in ISS.*
- When a student has been assigned ISS, a teacher will receive information via email from Mrs. Dawson.
- Students can complete more work in ISS than they do in the regular classroom as distractions are minimized; therefore, please send assignments as follows. Mark mandatory assignments as Assignment A, and optional assignments as Assignment B. If a test is planned, the test should be placed in an ISS envelope with any special instructions.
- If you are covering a new standard, the student can attend your class that day.

Jury Duty

If an employee is called for Jury Duty, he/she should apply for personal leave. Write on the application "Jury Duty." Any check you receive from Jury Duty after the first 3 days should be endorsed to and turned in to the Payroll Department.

Leadership Team

The ULMS Leadership Team is comprised of Team Leaders, content specialists, instructional coaches, counselors, media specialists and administrators. The Leadership Team will meet on a monthly basis. The material covered during the Leadership Team meeting will be redelivered to the entire faculty/staff the following day during planning. The agenda for the Leadership Team will follow the three school and district objectives. Any topic needing to be discussed during the Leadership Meeting should be emailed to the principal.

Lunch and Learn

Teachers may keep students in the classroom for a time of lunch and learn. This time should be used for reteaching and retesting. Students are to go to the cafeteria to get their meal before going to the classroom for lunch and learn.

Lunch Count/Adult Lunch Money

An accurate lunch count should be taken each morning.

Teacher Meal Prices for 2020-2021

Breakfast: \$2.00
Lunch: \$3.50

Visitor Meal Prices for 2020-2021:

Breakfast: \$3.50
Lunch: \$4.50

Tea and coffee comes with an adult meal prices. Tea and coffee without a meal is \$.75

The school will continue to offer bottled water and ice cream.

Mailboxes

Mailboxes should be checked twice a day. Be aware of packages too large to place in your mailbox that are left in other areas of the mailroom. Please retrieve such packages promptly. **Never allow children in the mailroom or ask a student to retrieve your mail.**

Maintenance Requests

All maintenance requests should be emailed to erechtorovic@upson.k12.ga.us and rgulley@upson.k12.ga.us. In case of emergencies or when there are problems with the heating or air conditioning, the maintenance requests should be brought directly to the principal as soon as possible. Each day maintenance requests will be prioritized and completed as soon as possible. Please be patient as we only have one maintenance technician. However, if you do not receive a timely response, please see the principal. Mr. Pennyman reports to work at 10:00 a.m. each day.

Media Center

ELA teachers will take students to the Media Center every three weeks. Students may get a media pass before school in the gym and during lunch to go to the media center. The Media Center will close at the beginning of afternoon announcements. Each teacher may send one student at a time throughout the day if the student sincerely needs to have reading material. Students will always need a signed agenda to go to the Media Center. No students are to be sent to the Media Center during ELT/Clubs. Teachers will be accountable for all lost or damaged items checked out to them. No students should be sent to the Media Center during the window of Georgia Milestone testing.

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

files 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.

Meeting Guidelines and Protocol

Meetings are a necessary function of business. To be productive, the following guidelines should be followed:

- Please do not attend to other tasks during the meeting such as grading papers, clearing desk, etc.
- Please refrain from eating or drinking during a meeting when outside guests (parents) are present.
- The meeting should be started promptly at the stated time.
- Avoid interruptions during meetings (emergency only).
- No side conversations during the meeting.
- Cell phones should be out of site and turned off or to vibrate. No texting or talking on the phone.
- Actions or conversations that are not necessary to accomplish the objectives should be kept to a minimum and redirected if necessary by the meeting chairperson.
- Keep accurate meeting records and share in a timely fashion with appropriate personnel.

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.

Movies

The following guidelines should be followed when embedding movies/multimedia into curriculum activities:

- Audio-Visual materials as well as multimedia materials are to be previewed by the teacher prior to planning for use.
- Teachers should bring to their Instructional coach or Grade Level Administrator a lesson plan with the connection to the standard clearly defined and detail for how the movie will be used to further the instructional process.
- Once the lesson plan has been approved, teachers should go to the media center to get a signed approval form for copyright purposes. (No "PG-13" or "R" rated movies will be approved.)
- Teachers should note that, in most cases, it is preferable to use movie clips, rather than complete DVDs in the classroom.
- When showing a long clip or a complete movie, the lesson plan must designate when the movie will be stopped for discussion, clarifications, and checking for misunderstanding.

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.

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. Julie English, 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/Teacher Conferences and Contact

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. Telephone calls concerning students should be made in private. Be cautious when discussing a student around other people. All parent notification should be logged in Infinite Campus. Parent contact will be noted in TKES this year. All formal letters home must be approved by the grade level administrator and/or principal before sending. Whenever parent contact is made, either by telephone or conference, documentation should be kept. Teachers should respond to parent calls or emails within a 24 hour period. **Per Dr. Derico's non-negotiables, each teacher should make 35 positive parent contact each semester.** It is encouraged to set up a digital reminder, such as Remind 101, to help keep parents informed.

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

Passes

Students must not leave classrooms /area without a pass. The pass should include name, time, and location. Passes will be given to staff.

Paychecks

Paychecks are issued on the last business day of the month. If you are using automatic deposit, your pay stub will be left in your mailbox. If you wish to have your check delivered to another employee (due to your absence), you must notify the principal, or the principal's secretary. Automatic payroll bank deposit is available regardless of where you bank. Contact central office for more information.

Permanent Records

Beginning of the year

- Homebase teachers are responsible for reviewing permanent records.
- Teachers should feel free to check out your students' permanent records anytime. The counseling office is open from 7:45 until 3:00 daily. Mrs. Willis will assist in signing out records.
- Please remember to sign the enclosed access sheet. If an access sheet is not enclosed, place one in the folder.
- When records are returned, they must be verified by the counseling secretary or designee.
- Records must be returned daily to the fire proof vault.

End of the year

- Homebase teachers are responsible for updating permanent records.
- Record the semester and end of the year grades and attendance on transcript record.
- File a copy of the report card and testing record in the file. Make sure that students' exit status has been marked on the report card. Also, place the NRT "stickers" on the transcript record.
- A list of retained and summer school student should be given to each grade level counselor and grade level administrator. This is usually taken care of by the team leader.
- Upon completion of these procedures, re-box the records in alphabetical order and return to the counseling center.

Planning

Academic teachers are to plan collaboratively across the grade level for instruction in their discipline. Permission to be excused from a planning session must be received from the principal. Please adhere to the following schedule of planning periods:

	Monday	Tuesday	Wednesday	Thursday	Friday
First Planning	PLC	Team Meetings (IEPs, 504s, MTSS parent conferences, grade level meetings, etc.)	PLC	Professional Learning (PLC data if not PL)	PLC
Second Planning	Personal (grade and enter assignments, contact parents, etc.) IF UNITS ARE COMPLETE	Team Meetings (IEPs, 504s, MTSS parent conferences, grade level meetings, etc.)	Data Teams	Professional Learning	Personal (grade and enter assignments, contact parents, etc.) IF UNITS ARE COMPLETE

Pledge

The Pledge of Allegiance and Moment of Reflection will be included in the morning announcements. Students cannot be forced to take part in the pledge. However, all students should be instructed to stand as a manner of courtesy. All students and teachers are to remain silent during the moment of reflection. The following need to be followed during the moment of silence:

- In compliance with Georgia Law (SB 396, amending OCGA 20-2-1050), at the opening of school on every school day a brief period of quiet reflection will occur for not more than sixty seconds 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 anticipated activities of the day.
- Teacher 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.

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. Headphones, other than earbuds, including Bluetooth devices.
2. Video games and /or cartridges, CD's tapes, toys.
3. Collector cards, playing cards, and dice
4. Knives of any length, scissors, box cutters, etc.
5. Large amounts of money
6. Pocket and wallet chain
7. Alcohol/Tobacco including electronic cigarettes, vapor pens, etc. and the pods with and without nicotine.
8. Gang articles, paraphernalia or clothing
9. Bandanas
10. Spike jewelry
11. Pets
12. Lighters, matches, fireworks, etc.
13. Fish hooks on hats
14. Any other item deemed to be distracting and/or unnecessary.

15. Drugs or drug paraphernalia including over the counter and prescription drugs and any product that is being passed as a drug (ex- spices)
16. Guns of any type including play/toy guns such as water guns, Nerf guns, airsoft or paintball guns

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.

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.

Safety and Emergency Procedures

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

FIRE DRILL

See system safety plan in the Emergency Procedure Manual

TORNADO DRILL

See system safety plan in the Emergency Procedure Manual

CAMPUS INTRUDER

See system safety plan in the Emergency Procedure Manual

BOMB THREAT AND EXPLOSION PROCEDURES

See system safety plan in the Emergency Procedure Manual

School Improvement Plan

The school improvement plan is available for parent review on the school website and in the google classroom.

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).

School Store

The school store is opened each day from 7:45-8:10. 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.

Severe Weather

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/Section 504

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).

Initial placement, review, and reevaluation meetings regarding students in or recommended for special education cannot be held unless the minimum people are present: one special ed. teacher, one regular ed. teacher, and one counselor and/or one administrator. If only one regular education teacher attends the meeting, he/she should be prepared to discuss comments from the other regular education teachers of the student. Scheduling meetings must be coordinated with grade level administrators in order to avoid conflict with grade level meetings and coordinated with the monthly calendars in order to avoid conflict with curriculum meetings and other school activities. No meetings should be scheduled during the last 5 days of school for students. Teachers will receive notice of these meetings at the earliest date possible. Students who have IEP's, 504's, and SST's are to have their curriculum and grading modified per the aforementioned documents. All teachers will receive copies of these documents at the beginning of the year on identified students. These documents are to be placed in the front of teacher's lesson plan book and referenced throughout the lesson plan. Students who are receiving modified instruction must receive such discreetly and so as not to call attention to any differences. These are legal binding documents and must be followed at all times.

Student Restroom Break

Students will have designated times to take restroom breaks. Any students who need to use the restrooms at a different

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

Supply Request (desk supplies)

In order to request consumable clerical supplies such as tape, glue, paper clips, etc., please complete the Supply Request Form. This form is to be turned in to the work room as supplies are needed. Requested supplies will be placed in your mailbox as soon as possible. Please allow 24 hour period to get these requests filled.

Year End Procedures

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



Equal Opportunity Employment

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

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

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

See Board Policy GAAA Last Revised 10/04/2016