

2019-2020 ULMS Student Handbook and Code of Conduct



A Georgia Lighthouse School to Watch

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

Mrs. Rhonda Gulley, Principal

Assistant Principals

Mr. Jeff Wheelless Mr. Erik Rechterovic Ms. Machel Graddick

Counselors

Mrs. Laura Mallory Mrs. Linda Matthews Mrs. Ashley Price

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.

District Office Staff

Dr. Larry Derico, Superintendent
Julie English, Assistant Superintendent of Curriculum
Dr. Jeff Kelly, Director of Human Relations and Safety
Marc Ellington, Director of Operations
Dr. Amy Miller, Director of Special Education
Dr. Christina Cunningham, Director of Federal Programs, Assessment 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
Joan Foy, Director of Transportation

Board of Education Members

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

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.

District Office Phone (706) 647-9621

District Office Website www.upson.k12.ga.us Georgia's curriculum is available at www.doe.k12.ga.u

ULMS Master Schedule

	6th grade		7th grade		8th grade
7:50-8:00	Homerom (10)	7:50-8:00	Homerom (10)	7:50-8:00	Homerom (10)
8:00-9:05	1st period (65)	8:00-9:05	1st period (65)	8:00-9:05	1st period (65)
9:05-9:08	transition to ELT (3)	9:05-9:08	transition to ELT (3)	9:05-9:08	transition to ELT (3)
9:08-9:38	ELT (30)	9:08-9:38	ELT (30)	9:08-9:38	ELT (30)
9:38-9:41	transition to connections (3)	9:38-9:41	transition to 2nd (3)	9:38-9:41	transition to 2nd (3)
9:41-10:21	connections 1 (40)/2nd period	9:41- 10:51	2nd period (70)/restroom	9:41- 10:51	2nd period/restroom (70)
10:21-10:31	restroom break/transition (10)	10:51-11:27	7 lunch/break (36) (lunch 11:02-11:27)	10:51-10:54	4 transition to 3rd (3)
10:31-11:11	connections 2/3rd period (40)	11:27-12:07	7 connections 1/3th period (40)	10:54-11:54	9 3rd period (65)
11:11-11:14	transition to 4th (3)	12:07-12:17	7 restroom break/transition (10)	12:00-12:36	6 lunch/break (36) (lunch 12:00-12:25)
11:14-12:19	9 4th period (65)	12:17-12:57	7 connections 2/4th period (40)	12:36-1:41	4th period (65)
12:19-12:55	lunch/break (36) (lunch- 12:30-12:55)	12:57-1:00	transition to 5th (3)	1:41-1:44	transition to 5th (3)
12:55-2:00	5th period (65)	1:00-2:05	5th period (65)	1:44-2:24	connections 1 (40)/5th period
2:00-2:03	transition to 6th (3)	2:05-2:08	transition to 6th (3)	2:24-2:34	restroom break/transition (10)
2:03-3:15	6th period/restroom (72)	2:08-3:15	6th period /restroom (67)	2:34-3:15	connections 2(40)/6th period
3:15	Announcements/dismissal	3:15	Announcements/dismissal	3:15	Announcements/dismissal

ULMS Student Handbook

TABLE OF CONTENTS

TITLE	PAGE NUMBER
Academic Awards/Recognition	4
Access Control System	4
Address/Telephone/Information Changes	4
Agenda/Organizational notebook	4
Asbestos Management Plan	4
Attendance	4
Automobile	6
Board Policy	6
Cellphone/personal technology	6
Certificate of Attendance	6
Child Custody	6
Classroom Discipline Policy	6
Clinic and Medication	7
Complaints Of Discrimination/Harassment	7
Counseling Services	7
Daily Procedures	7
Dress Code	7
Drug Free/Tobacco Free Schools	8
Emergency Information Forms	8
Extended Learning Time	8
Extra Curricular Activities	8
Family Educational Rights And Privacy Act (FERPA)	8
Georgia Teenage And Adult Driver Responsibility Act (TAADRA)	9
Gifted Program Model	9
Grading	9
Grievance	10
Health Records	10
Homework Policy	10
Hospital Homebound Services	10
Internet	10
Intradistrict Transfer Option	10
Lost and Found	10
Media Center	10
Medical Records	10
Moment of Reflection	11
Non-Solicitation Policy	11
Notice of Non-Discrimination	11
Parent -Teacher Conferences	11
Parent Policy	11
Parent's Right To Know	11
Prohibited Items	11
Promotion/Retention Policy	11
Protection of Pupil Rights Act (PPRA)	12
Resident Tuition	12
School Improvement Plan	12
School Nutrition Program	12
School Safety Plan	12
School Store	13
Section 504	13
Severe Weather	13
Special Education Program	13
Student Insurance	13
Student Searches	13
Student Support Team	13
Visitors	13
Withdrawal Procedures for SWD Students Reaching Maximum Age	13
Appendix A: Code of Conduct	14-24
Bullying Policy	24
Bus Safety	26
Physical Restraints	27

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 4th 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 academic class for the four grading periods must be all "A's" & "B's" with at least two "A's." No grade lower than an 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 9th grade Literature, Algebra I, Physical Science 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.

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.

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.

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

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.

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. See Appendix A: Code of Conduct for more attendance information.

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 8:00 am, 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. **Any changes in transportation need to be made prior to 2:45 each day.**

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

	Each Absence	3rd Absence	5th Absence	7th Absence	10th Absence
Absence	Phone call home	Letter sent home with child to be signed and returned.	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

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

Cellular devices have become an important communication tool in our society. ULMS recognizes the value of these devices but also understands if used inappropriately, they can disrupt the learning environment. ULMS seeks to adopt a policy of acceptable use of cellular devices at school while also creating reasonable expectations for limits. The use of cell phones/personal technology at ULMS is not a RIGHT but a PRIVILEGE. 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 earbuds and only at designated times. **Technology, including smart watches, are not allowed in the testing environment during standardized testing.**

Use of a cellular device falls under the following guidelines:

1. Cellular devices must be on silent while on campus and remain on silent throughout the school day.
2. **Cell phones are to be put away during class time.**
3. Considerable leniency for cellular device use will be allowed in emergency situations. However, cellular device use should not interfere with the students' ability to follow directions or adhere to safety advisement from school personnel.
4. Cellular cameras and audio recorders may only be used for specific educational benefits and only with prior permission of the teacher or administrator.
5. Students who choose to bring cellular devices to school do so at their own risk. **The school district assumes NO LIABILITY for lost, stolen, or damaged devices.**

Disciplinary Measures

Failure to adhere to the guidelines above may result in disciplinary measures such as:

1. Verbal warning. Student may be asked to turn off their device in the presence of the teacher and may be allowed to put it away.
2. Device may be taken up by the teacher and kept until the end of the class period (to be picked up by student).
3. Device may be taken away until the end of the day (to be picked up by student) and parents will be notified and documented in Infinite Campus.
4. If misuse continues, device may be taken away from the student and must be picked up by the student's parents during school hours or after school (7:30- 3:30), after consultation with a school administrator. Offense may be logged in Infinite Campus as insubordination. The student may be banned from having a cell phone.

Privacy in Bathrooms, Locker Rooms and/or Dressing Areas

1. Individuals who use school bathrooms, locker rooms and/or dressing areas have a right to a safe environment, which includes a reasonable assurance that ULMS will not tolerate the use of audio or visual recording devices, including a cell phone, in changing areas, rest rooms or locker rooms to record or transfer images or recordings from these areas. In order to ensure that the privacy of all individuals is protected, cell phone use is not allowed in these areas.
2. When it is believed that any person has violated this prohibition regarding the transmission of pictures of persons from the bathroom, locker room and/or dressing area, or has, in any other way, violated the right of privacy within these areas, the principal shall contact local law enforcement representatives and make the appropriate reports.
3. Any person violating this policy will be subject to disciplinary action.
4. School officials have the right to confiscate any cellular or recording device if there is a reasonable suspicion that the cellular or recording device has been used in violation of this policy. School administrators may search the contents of that device to ensure that images have not been taken or transmitted from within the locker room and/or dressing area.

Certificate of Attendance

A Certificate of Attendance is needed in order to apply for a Learner'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.

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.

Chromebooks

Students will be issued Chromebooks to be used during the school day. Chromebooks are loaned to students but remain the property of Thomaston-Upson School System. We encourage students to take care of their Chromebook because a fee can be assessed for any damages.

Classroom Discipline Policy

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. 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 classroom at ULMS will follow our PBIS Matrix for the classroom expectations. Students will **U** -Use good manner by raising hand to speak or get out of desk, **L**- Listen and learn by demonstrating active listening and engagement during classroom instruction/activities. **M**- Make good choices by following all directions the first time they are given. **S**- Show respect by being courteous and polite to peers, teachers and surroundings. 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. Students will begin each semester with zero SIRs.

SIR Discipline Step 1	SIR Discipline Step 2	SIR Discipline Step 3
(after documented 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 	<ul style="list-style-type: none"> Agenda stamp Parent contact Referral sent to grade level administrator for assigned consequences as determined by the administrator.

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.

Complaints of Discrimination/Harassment

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:

Cristina Cunningham, 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:

Jeff Kelly, 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

Counseling Services

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.

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 – 7:50. 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 7:50. 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 ULMS attendance office 706-646-9428.

Dismissal each day

- Unless students have business with staff members, students are to be out of the building by 3:45.
- Students who are being picked up will walk across the bridge to meet their rides. At 3:25, students left in the parking lot will be walked back into the front of the school and picked up there. No students are to be picked up in the front parking lot between 3:00 – 3:25 without a pass.
- Students can NOT be picked up in Matthews Field.

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 hip bones. 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 hip bones.

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. Sheer 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

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. The tobacco policy includes the possession and use of vapes and vape/JUUL accessories.

Emergency Information Forms

Students are required to have on file a Student Emergency Information Form. This form is distributed on the 1st 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.

Extended Learning Time

Extended Learning Time (ELT) is from 9:08-9:38 each day. ELT is composed of Advisor/Advisee time, academic time, clubs, and assemblies. 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 other Wednesday 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. Academic Time is 4 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. Students are able to gather and socialize as a grade level.

Extra Curricular Activities

ULMS will sponsor an athletic program as part of the Middle Georgia Middle School Athletic League (MGMSAL). 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 MGMSAL. Eligibility rules are governed by the MGMSAL 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. A sports recognition program will be held in May at the Fine Arts Center to recognize student athletes who have participated in ULMS sponsored sports. Students participating in JV sports through Upson-Lee High School will not be recognized in this program.

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 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.

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.

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 during Extended Learning Time (ELT) classes. The curriculum will be based on the next grade-level standards and elements. In their core academic classes, all students are given access to grade-level curriculum with enrichment provided through differentiation, as needed. Gifted students may also be served through accelerated classes in math (6th-8th), Physical Science (8th) and ELA (8th). Accelerated classes are taught a year above grade level. Students who are taking Accelerated 8th grade math (Algebra I) and Accelerated 8th grade ELA (9th 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 on Wednesday.
- Agendas are used by teachers to record students' missing homework.
- 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 IC. 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. All classes must take a minimum of 16 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.

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.

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 7th and 8th graders.

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>.

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. Students are responsible for all materials. Students are not allowed to visit the media center during ELT/2nd period.

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 3rd 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 Menaetra (Meningitis).

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.

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

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.

Parent Policy

The goal of the Family Engagement 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 at the beginning of each school year.

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

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. Prohibited items that are confiscated will not be returned to the students. Some of these items are as follows:

1. Headphones, other than earbuds, including Bluetooth devices.
2. Knives of any length, scissors, box cutters, etc.
3. Alcohol/Tobacco including electronic cigarettes, vapor pens, etc. and the pods with and without nicotine.
4. Gang articles, paraphernalia or clothing
5. Bandanas
6. Spike jewelry
7. Pets
8. Lighters, matches, fireworks, etc.
9. Any other item deemed to be distracting and/or unnecessary.
10. Drugs or drug paraphernalia including over the counter and prescription drugs and any product that is being passed as a drug (ex-spices)
11. 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.

School Improvement Plan

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

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 Program.

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 7:45-8:05. 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.

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

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.

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.

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 may 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 Procedures 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 22nd birthday. Exiting students will be eligible to participate in graduation.

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

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

STATEMENT OF PURPOSE

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

We expect students to:

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

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

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

ADDITIONAL BEHAVIOR REQUIREMENTS

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

curricular activities may require and enforce additional standards of conduct for student participation in extracurricular activities.

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

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

INTRODUCTION TO STUDENT DISCIPLINE PROCEDURES

SECTION I: PROGRESSIVE DISCIPLINE

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

SECTION II: INVESTIGATION AND NOTIFICATION PROCEDURES

1. A teacher must document a student's violation of the student code of conduct within one school day of the incident. The report will be filed with the principal (or designee), and shall describe the student's behavior.
2. Following an appropriate investigation of the alleged infraction, the principal (or designee) will make a determination regarding disposition.
3. Within a timely manner after determining a disposition, the principal (or designee) will send to the student's parents or guardian a copy of the report and information relative to the student support services being utilized or the disciplinary action taken upon completion of the investigation. The principal (or designee) will make a reasonable attempt to confirm receipt of such written notification by the student's parents or guardians. Written notification will include information regarding how the student's parents or guardians may contact the principal (or designee).
4. The principal (or designee) will notify the referring teacher of the action taken.

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

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

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

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

SECTION IV: STUDENT SEARCHES

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

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

SECTION V: ILLEGAL ACTS

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

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

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

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

SECTION VII: SUSPENSION/EXPULSION OF STUDENTS WITH IDEA SERVICES

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

district did not follow the IEP, the student may not be suspended out-of-school. If the behavior is found not to be related to the student's disability, the School System may impose the recommended discipline; however, the special education student will continue to receive educational services. The student's Individual Education Program (IEP) committee will determine the location of the education services.

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

2. Tribunal guidelines for student receiving special education services: Students receiving special education services are afforded the same right to a disciplinary due process hearing before a tribunal as nondisabled students where there is a recommendation for suspension/expulsion for longer than 9 consecutive school days.

3. Tribunal guidelines for students holding a "Section 504 Plan:" A tribunal for a student holding a "Section 504 Plan" will only be held if:
(a) A Manifestation Determination Review (MDR) reviews the student's plan and determines that the behavior exhibited by the student resulting in the discipline infraction is NOT a manifestation of the student's disability AND the district followed the Section 504 Plan; or
(b) the student maintains his/her innocence. In these two cases, the discipline should proceed in the same manner as prescribed for a student receiving special education services, except the role of the IEP committee will be replaced with the student's Student Support Team (SST). Note: Parents should be aware that state and/or federal law may require modified disciplinary actions for special education students.

SECTION VIII: UNSAFE SCHOOL CHOICE OPTION AND VIOLENT CRIMINAL OFFENSES

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

SECTION IX: DISCIPLINING OFF-CAMPUS STUDENT BEHAVIOR

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

SECTION X: DEFINITIONS OF DISCIPLINARY / EDUCATIONAL TERMS

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

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

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

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

COUNSELING: The Thomaston-Upson County School System has counseling services in each school. The school counselors assist in efforts to help students focus on academic, personal, social, and career development so they achieve success in school. Counselors stress making smart choices and prepare students to lead fulfilling and responsible lives through classroom lessons, small groups and individual counseling sessions as needed.

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

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

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

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

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

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

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

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

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

1. **IN-SCHOOL SUSPENSION:** Temporary removal from classes by placing students in designated area. Students will continue to do classroom work and receive credit.
2. **OUT-OF-SCHOOL SUSPENSION:** Denial to a student of the right to attend school. Absences will be registered as excused absences. Students who have been externally suspended are not permitted on any Thomaston-Upson County Schools campus or at any school function while under suspension. Alternative school students may, as determined by a tribunal, be allowed transportation shuttle privileges to/from home. Externally suspended students who return to school or attend a school function while under expulsion/suspension may be considered to have criminally trespassed and may be prosecuted accordingly if they have not obtained and carry written permission from that Principal.
3. **SUSPENSION OF BUS PRIVILEGES:** Denial of the privilege of school System bus transportation as the result of the safety of students, bus drivers and/or materials being threatened. Discipline will be administered according to procedures in this handbook.
4. **SUSPENSION OF PARKING PRIVILEGES:** Parking is a privilege bestowed by permit which may be suspended or revoked at the Principal’s discretion. Suspended and expelled students are denied parking privileges for the term of their suspension or expulsion.

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

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

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

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

SECTION XI: AMENDING THE DISCIPLINE CODE

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

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

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

<i>Classroom-Managed Behaviors</i>	<i>Office-Managed Behaviors</i>
<ul style="list-style-type: none"> ● Arguing/Verbal Altercation ● Cell phones/electronic devices ● Computer Misuse (unless inappropriate in nature) ● Classroom Disruption (minor) ● Throwing objects ● Defiance ● Dress Code ● Disrespect ● Horseplay ● Inappropriate Language ● Lying ● Insubordination ● Profanity/Language ● Refusal/Fail to Follow directions ● Sleeping ● Tardy to class <p>Teachers will track minor behaviors on Student Incident Reports (SIRs) and assign teacher determined consequences.</p> <p>When a student receives the 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. At Upson-Lee High, teachers will submit an office referral on the 3rd offense.</p> <p>Possible consequences: Verbal warnings, Written reprimand, Note to parent, Parent contact, Student conference, and/or Loss of privileges.</p> <p>A referral due to SIRs will be documented as Repeated Offenses.</p>	<p>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>

STUDENT OFFENSES - LEVEL 1

Academic Dishonesty (32)

Level 1 is intentional receiving or providing of unauthorized assistance on classroom projects, assessments and assignments.

Alcohol (1)

Violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, beverages or substances represented as alcohol. Students under the or consumption of intoxicating alcoholic influence of alcohol may be included if it results in disciplinary action. Level 1 is unintentional possession of alcohol.

Battery (3)

Intentional touching or striking of another person to intentionally cause bodily harm resulting in no bodily injuries. (Note: The key difference between battery and fighting is that fighting involves mutual participation.) (hitting others, physical aggression, physical altercation, reckless contact with physical injury to others). Level 1 is intentional physical attack with the intent to cause bodily harm resulting in no bodily injuries.

Bullying (29)

Participation in written, verbal, or physical act(s) that meet(s) the definition of bullying as defined by O.C.G.A. § 20-2-751.4 (1st offense).

Disorderly Conduct (6)

Any act that moderately disrupts the orderly conduct of a school function, substantially disrupts the orderly learning environment but doesn't pose a threat to the health, safety, and/or welfare of students, staff or others. (Includes disruptive behaviors on school buses). (Arguing, disruption, disorderly conduct, instigating behavior, verbal altercation, stealing less than \$25, throwing objects)

Drugs, Except Alcohol & Tobacco (7)

Unintentional possession of prescribed or over the counter medication. Does not include the possession of narcotics or any illegal drugs.

Fighting (8)

Mutual participation in a fight involving physical violence where there is no one main offender and intent to harm resulting in no bodily injury. (Note: The key difference between fighting and battery is that fighting involves mutual participation.)

Larceny/Theft (11)

The unlawful taking of property belonging to another person or entity (e.g., school) without threat, violence or bodily harm. (Note: The key difference between larceny/theft and robbery is that the threat of physical harm or actual physical harm is involved in a robbery.) Level 1 is a value between \$25 and \$100.

Other-attendance Related (30)

Repeated or excessive unexcused absences or tardiness; including failure to report to class, skipping class, leaving school without authorization, or failure to comply with disciplinary sanctions. (parking violation, out of area, tardy to bus stop, tardy to class, tardy to school, tardy to detention/ISS)

Other-dress Code Violation (31)

Violation of school dress code that includes standards for appropriate school attire. Level 1 is non-invasive and non-suggestive clothing or jewelry or other articles of personal appearance.

Other Possession Of Unapproved Items (34)

The use or possession of any unauthorized item disruptive to the school environment. (Note: The use of fireworks or incendiary devices must be coded as Arson.) Level 1 the possession of any unauthorized item, but does not include the possession of fireworks, matches, toy weapons, or other items that can be construed as dangerous.

Other Student Incivility (33)

Insubordination or disrespect to staff members or other students: Includes, but is not limited to refusal to immediately follow school staff member instructions, use of vulgar or inappropriate language, or misrepresentation of the truth. Includes major classroom disruption that stops instruction for an extended period of time and requires administrative intervention; profanity directed toward school staff; or major disruption outside classroom that requires administrative intervention. (horseplay, reckless driving)

Sexual Harassment (15)

Non-physical and unwelcome sexual advances, lewd gestures or verbal conduct or communication of a sexual nature; requests for sexual favors; gender-based harassment that creates an intimidating, hostile, or offensive educational or work environment. Level 1 is comments that perpetuate gender stereotypes or suggestive jokes that are not directed towards specific individual.

Sexual Offenses (16)

Unlawful sexual behavior, sexual contact without force or threat of force, or possession of sexually explicit images; can be consensual. Level 1 is inappropriate sexually-based physical contact including but not limited to public groping, inappropriate bodily contact, or any other sexual contact not covered in levels 2 or 3. Public groping or inappropriate bodily contact.

Tobacco Products and Paraphernalia (18)

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

Repeated Offenses (36)

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

Weapons-knife (22)

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

DISCIPLINARY ACTIONS FOR LEVEL 1 VIOLATIONS

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

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

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

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

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

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

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

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

Additional Disciplinary Actions for LEVEL 1 Violations

Depending on the circumstances surrounding the LEVEL 1 violation, school administrators shall have the discretion to deviate from the progressive discipline policy.

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

STUDENT OFFENSE - LEVEL 2

Academic Dishonesty (32)

Receiving or providing unauthorized assistance on classroom projects, assignments or exams. Level 2 is intentional plagiarism or cheating on a minor classroom assignment or project.

Alcohol (1)

Violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, beverages or substances represented as alcohol. Students under the or consumption of intoxicating alcoholic influence of alcohol may be included if it results in disciplinary action. Level 2 is under the influence of alcohol without possession.

Arson (2)

Unlawful and intentional damage or attempted damage to any real or personal property by fire or incendiary devices. (Note: Possession of fireworks or incendiary devices must be reported as "Possession of Unapproved Items". Level 2 is an Attempt to commit arson or use of matches, lighters or incendiary devices at school; includes but not limited to the use of fireworks. Includes but is not limited to trash can fires without damage to school property.

Battery (3).

Level 2 is intentional touching or striking of another person to intentionally cause bodily harm resulting in mild or moderate bodily injuries. (Note: The key difference between battery and fighting is that fighting involves mutual participation.) (hitting others, physical aggression, physical altercation, reckless contact with physical injury to others).

Bullying (29)

Participation in written, verbal, or physical act(s) that meet(s) the definition of bullying as defined by O.C.G.A. § 20-2-751.4 (2nd offense).

Computer Trespass (5)

Use of a school computer for anything other than instructional purposes or unauthorized use of a computer or computer network with the intention of deleting, obstructing, interrupting, altering, damaging, or in any way causing the malfunction of the computer, network, program(s) or data

Disorderly Conduct (6)

Any act that severely disrupts the orderly conduct of a school function, substantially disrupts the orderly learning environment but doesn't pose a threat to the health, safety, and/or welfare of students, staff or others. (Includes disruptive behaviors on school buses). (Arguing, disruption, disorderly conduct, instigating behavior, verbal altercation, stealing less than \$25, throwing objects). May include a repeat action.

Drugs, Except Alcohol & Tobacco (7)

Any medication prescribed to a student or purchased over-the-counter and not brought to the office upon arrival to school.

Fighting (8)

Mutual participation in a fight involving physical violence where there is no one main offender and intent to harm resulting in mild or moderate bodily injury. (Note: The key difference between fighting and battery is that fighting involves mutual participation.)

Gang-Related (35)

Any group of three or more students with a common name or common identifying signs, symbols, tattoos, graffiti, or attire which engage in criminal gang activity (O.C.G.A. § 16-15-3). Level 2 is wearing or possessing gang-related apparel; communicating either verbally or non-verbally to convey membership or affiliation with a gang.

Larceny/Theft (11)

The unlawful taking of property belonging to another person or entity (e.g., school) without threat, violence or bodily harm. (Note: The key difference between larceny/theft and robbery is that the threat of physical harm or actual physical harm is involved in a robbery.) Level 2 is a value between \$100 and \$250.

Other-dress Code Violation (31)

Violation of school dress code that includes standards for appropriate school attire. Level 2 is invasive and suggestive clothing or jewelry or other articles of personal appearance.

Other Possession Of Unapproved Items (34)

The use or possession of any unauthorized item disruptive to the school environment. (Note: The use of fireworks or incendiary devices must be coded as Arson.) Level 2 is the use of any unauthorized item, but does not include the possession of fireworks, matches, toy weapons, or other items that can be construed as dangerous.

Other Student Incivility (33)

Insubordination or disrespect to staff members or other students: Includes, but is not limited to refusal to immediately follow school staff member instructions, use of vulgar or inappropriate language, or misrepresentation of the truth. Includes major classroom disruption that stops instruction for an extended period of time and requires administrative intervention; profanity directed toward school staff; or major disruption outside classroom that requires administrative intervention. (horseplay, reckless driving) Level 2 is blatant insubordination or the use of inappropriate language directed towards school staff or peers; intentional misrepresentation of the truth.

Repeated Offenses (36)

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

Robbery (13)

The taking of, or attempting to take, anything of value that is owned by another person or organization under confrontational circumstances by force or threat of force or violence and/or by putting the victim in fear. (Note: The key difference between robbery and larceny/theft is that the threat of physical harm or actual physical harm is involved in a robbery) Level 2 is robbery without the use of a weapon.

Sexual Harassment (15)

Non-physical and unwelcome sexual advances, lewd gestures or verbal conduct or communication of a sexual nature; requests for sexual favors; gender-based harassment that creates an intimidating, hostile, or offensive educational or work environment. Level 2 is Comments that perpetuate gender stereotypes, suggestive jokes or lewd gestures that are directed towards specific individuals or group of individuals.

Sex Offenses (16)

Unlawful sexual behavior, sexual contact without force or threat of force, or possession of sexually explicit images; can be consensual. Level 2 inappropriate sexually-based behavior including but not limited to sexting, lewd behavior, possession of pornographic materials; simulated sex acts.

Threat/Intimidation (17)

Any threat through written or verbal language or act which creates a fear of harm and/or conveys a serious expression of intent to harm or violence without displaying a weapon and without subjecting the victim to actual physical attack. Level 2 is Physical, verbal or electronic threat which creates fear of harm without displaying a weapon or subjecting victims to physical attack.

Tobacco Products and Paraphernalia (18)

Possession, use, distribution, or sale of tobacco products on school grounds, at school-sponsored events, and on transportation to and from school. This includes bartering, or exchanging any tobacco product or smoking paraphernalia which includes electronic cigarettes and smoking devices. Level 2 involves use of or knowledgeable possession of tobacco products.

Trespassing (19)

Entering or remaining on a public school campus or school board facility without authorization or invitation and with no lawful purpose for entry. (Note: The key difference between Trespassing and Breaking & Entering-Burglary is that Trespassing does not include forceful entry into the school building.) Level 2 is entering or remaining on school ground or facilities without authorization and with no lawful purpose.

Vandalism (20)

The willful and/or malicious destruction, damage, or defacement of public or private property without consent. Level 2 is participating in the minor destruction, damage or defacement of school property or private property without permission.

Weapons-knife (22)

The possession, use, or intention to use any type of knife (without the intent to harm or intimidate).

Weapons-other (23)

The unintentional possession of a weapon, other than a knife or firearm, or simile of a weapon that could produce bodily harm or fear of harm.

DISCIPLINARY ACTIONS FOR LEVEL 2 VIOLATIONS

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

1st Violation: In-School Suspension/Bus up to two (2) school days, Out-of-School Suspension up to (3) school days.

2nd Violation: In-School Suspension/Bus up to three (3) school days, Out-of-School Suspension up to (5) school days.

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

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

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

6th Violation: In-School Suspension/Bus up to five (5) school days, Out-of-School Suspension up to (7) school days.

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

Additional Disciplinary Actions for LEVEL 2 Violations

Depending on the circumstances surrounding the LEVEL 2 violation, school administrators shall have the discretion to deviate from the progressive discipline policy.

If the LEVEL 2 violation warrants deviation from the progressive discipline policy, additional disciplinary actions may include phone calls made to the student's parent or guardian, an individualized behavioral contract, behavioral checklist and/or counseling, a student may be given a Verbal Warning, administrative detention, assigned to In-School Suspension for up to five (5) consecutive days or be given a Short Term Suspension or be sent to a Disciplinary Hearing for the LEVEL 2 Offense regardless of the number of previous violations.

STUDENT OFFENSE - LEVEL 3

Academic Dishonesty (32)

Receiving or providing unauthorized assistance on classroom projects, assignments or exams. Level 3 is intentional plagiarism or cheating on a major exam, statewide assessment or project or the falsification of school records (including forgery).

Alcohol (1)

Violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or consumption of alcoholic beverages or substances represented as alcohol. Students under the or consumption of intoxicating alcoholic influence of alcohol may be included if it results in disciplinary action.

Arson (2)

Unlawful and intentional damage or attempted damage to any real or personal property by fire or incendiary devices. (Note: Possession of fireworks or incendiary devices must be reported as "Possession of Unapproved Items". Use of such items should be reported as Arson.) Level 3 is intentional damage as a result of arson-related activity or the use of an incendiary device. Includes but not limited to setting fires to school property.

Battery (3)

Level 3 is intentional physical attack with the intent to cause bodily harm resulting in severe injuries or any physical attack on school personnel; Includes any physical attack on school personnel; includes incidents serious enough to warrant calling the police or resource officer. Level 3 may be used for students that violate the school policy on battery three or more times during the same school year. (Note: The key difference between battery and fighting is that fighting involves mutual participation.)

Breaking & Entering –Burglary (4)

Unlawful or unauthorized forceful entry into a school building or vehicle (with or without intent to commit theft). (Note: The key difference between Trespassing and Breaking & Entering-Burglary is that Trespassing does not include forceful entry into the school building.)

Bullying (29) Participation in written, verbal, or physical act(s) that meet(s) the definition of bullying as defined by O.C.G.A. § 20-2-751.4 ~~(2nd offense)~~–Repeated acts as defined by O.C.G.A. § 20-2-751.4

Computer Trespass (5)

Use of a school computer for anything other than instructional purposes or unauthorized use of a computer or computer network with the intention of deleting, obstructing, interrupting, altering, damaging, obtaining confidential information or in any way causing the malfunction of the computer, network, program(s) or data; includes disclosure of a number, code, password, or other means of access to school computers or the school system computer network without proper authorization.

Disorderly Conduct (6)

Any act that severely disrupts the orderly conduct of a school function, substantially disrupts the orderly learning environment or poses a threat to the health, safety, and/or welfare of students, staff or others. Level 3 may be used for students that violate the school policy on disorderly conduct three or more times during the same school year. (Includes disruptive behaviors on school buses). (Arguing, disruption, disorderly conduct, instigating behavior, verbal altercation, stealing less than \$25, throwing objects)

Drugs, Except Alcohol & Tobacco (7)

Unlawful use, cultivation, manufacture, distribution, sale, purchase, possession, transportation, or importation of any controlled drug or narcotic substance, or equipment or devices used for preparing or using drugs or narcotics; or any medication prescribed to a student or purchased over the-counter and not brought to the office upon arrival to school

Fighting (8)

Mutual participation in a fight involving physical violence where there is no one main offender and intent to harm resulting in severe bodily injury. (Note: The key difference between fighting and battery is that fighting involves mutual participation.) Level 3 may be used for students that violate the school policy on fighting three or more times during the same school year.

Gang-related (35) Any group of three or more students with a common name or common identifying signs, symbols, tattoos, graffiti, or attire which engage in criminal gang activity (O.C.G.A. § 16-15-3). Level 3 is the solicitation of others for gang- membership, the defacing of school or personal property with gang-related symbols or slogans, threatening or intimidating on behalf of a gang, the requirement or payment for protection or insurance through a gang. Level 3 should be used for students who display a pattern of violating the school policy related to gang activity.

Homicide (9) Killing of one human being by another

Kidnapping (10) The unlawful and forceful abduction, transportation, and/or detention of a person against his/her will

Larceny/Theft (11)

The unlawful taking of property belonging to another person or entity (e.g., school) without threat, violence or bodily harm. (Note: The key difference between larceny/theft and robbery is that the threat of physical harm or actual physical harm is involved in a robbery.) Level 3 exceeds \$250 and may be used for students that violate the school policy on larceny/theft three or more times during the same school year.

Other-dress Code Violation (31)

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

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

Other Firearms (28)

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

Other Possession Of Unapproved Items (34)

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

Other Student Incivility (33)

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

Repeated Offenses (36)

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

Robbery (13)

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

Serious Bodily Injury (27)

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

Sexual Battery (14)

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

Sexual Harassment (15)

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

Sex Offenses (16)

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

Threat/Intimidation (17)

~~Any threat through written or verbal language or act which creates a fear of harm and/or conveys a serious expression of intent to harm or violence without displaying a weapon and without subjecting the victim to actual physical attack.~~ Level 3 is School-wide physical, verbal or electronic threat which creates fear of harm without displaying a weapon or subjecting victims to physical attack; Note: Students that display a pattern of behavior that is so severe, persistent, or pervasive so as to have the effect of substantially interfering with a student's education, threatening the educational environment, or causing substantial physical harm, threat of harm or visibly bodily harm may be coded as bullying.

Tobacco Products and Paraphernalia (18)

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

<p>Trespassing (19) Entering or remaining on a public school campus or school board facility without authorization or invitation and with no lawful purpose for entry. (Note: The key difference between Trespassing and Breaking & Entering-Burglary is that Trespassing does not include forceful entry into the school building.) Level 3 is entering of remaining on school grounds or facilities without authorization and with no lawful purpose. Refusing to leave school grounds after a request from school personnel. Level 3 may be used for students that violate the school policy on trespassing three or more times during the same school year.</p>
<p>Vandalism (20) The willful and/or malicious destruction, damage, or defacement of public or private property without consent. Level 3 is participation in the willful/malicious destruction, damage or defacement of school property or private property without permission and may be used for students that violate the school policy on vandalism three or more times during the same school year.</p>
<p>Weapons-knife (22) The possession, use, or intention to use any type of knife (with the intent to harm or intimidate)</p>
<p>Weapons-other (23) The intentional possession and use of any weapon, other than a knife or firearm, in a manner that could produce bodily harm or fear of harm. Level 3 is intentional possession or use of a weapon, other than a knife or firearm, in a manner that could produce bodily hard or fear of harm.</p>
<p>Weapons-handgun (25) Possession of a firearm that has a short stock and is designed to be held and fired by the use of a single hand; and any combination of parts from which a firearm described above can be assembled. NOTE: This definition does not apply to items such as toy guns, cap guns, bb guns and pellet gun [Pursuant to Gun-Free Schools Act - Public Law 107-110, Section 4141]</p>
<p>Weapons-rifle/Shotgun (26) The term "rifle" means a weapon designed or redesigned, made or remade, and intended to be fired from the shoulder and designed or redesigned and made or remade to use the energy of an explosive to fire only a single projectile through a rifled bore for each single pull of the trigger. The term "shotgun" means a weapon designed or redesigned, made or remade, and intended to be fired from the shoulder and designed or redesigned and made or remade to use the energy of an explosive to fire through a smooth bore either a number of ball shot or a single projectile for each single pull of the trigger. [Pursuant to Gun-Free Schools Act - Public Law 107-110, Section 4141]. Level 3 is intentional or unintentional possession or use of a rifle or shotgun in a manner that could produce bodily harm or fear of harm.</p>
<p>Other - Possession of Unapproved Items (34) The use or possession of unauthorized items including but not limited to toy guns or other items that can be construed as dangerous or harmful to the learning environment; Includes the possession of matches, lighters, incendiary devices or fireworks. The use of matches, lighters, incendiary devices or fireworks should be coded as Arson; Level 3 should be used for students who display a pattern of violating the school policy related to unapproved items. Three (3) times could be considered a pattern.</p>
<p>Disciplinary Actions for LEVEL 3 Violations</p>
<p>If necessary, restitution for damage to property, theft of property or harm to any property by any means will be required. If necessary, law enforcement will be notified.</p> <p>1st Violation: In-School Suspension/Bus up to (5) school days, Out-of-School Suspension up to (5) school days. 2nd Violation: In-School Suspension/Bus up to (7) school days, Out-of-School Suspension up to (7) school days. 3rd Violation: In-School Suspension/Bus up to (10) school days, Out-of-School Suspension up to (10) school days. Possible Disciplinary Tribunal.</p> <p style="text-align: center;">Additional Disciplinary Actions for LEVEL 3 Violations</p> <p>Depending on the circumstances surrounding the LEVEL 3 violation, school administrators shall have the discretion to deviate from the progressive discipline policy. If the LEVEL 3 violation warrants deviation from the progressive discipline policy, additional disciplinary actions may include phone calls made to the student's parent or guardian, an individualized behavioral contract, behavioral checklist and/or counseling, a student may be given a Verbal Warning, administrative detention, assigned to In-School Suspension for up to five (5) consecutive days or be given a Short Term Suspension or be sent to a Disciplinary Hearing for the LEVEL 3 Offense regardless of the number of previous violations.</p>

THOMASTON-UPSON SCHOOL SYSTEM
Student Activity Code of Conduct

I. Introduction

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

II. Student Infractions and Standards of Behavior

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

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

7. Any behavior which, in the opinion of the administration, reflects in a negative manner on the team, activity, athletic program or school.

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

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

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

III. Dispositions for Student Infractions and Standards of Behavior

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

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

IV. Suspensions for Student Infractions and Standards of Behavior

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

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

V. Dealing with Student Arrests

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

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

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

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

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

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

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

VI. Duration of Code of Conduct

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

BULLYING POLICY AND REPORTING PROCEDURES

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

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

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

Defining Bullying as an Infraction

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

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

Additional Notes Relative to Identifying Bullying Behavior.

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

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

Reporting Bullying

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

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

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

Investigating and Documenting Bullying

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

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

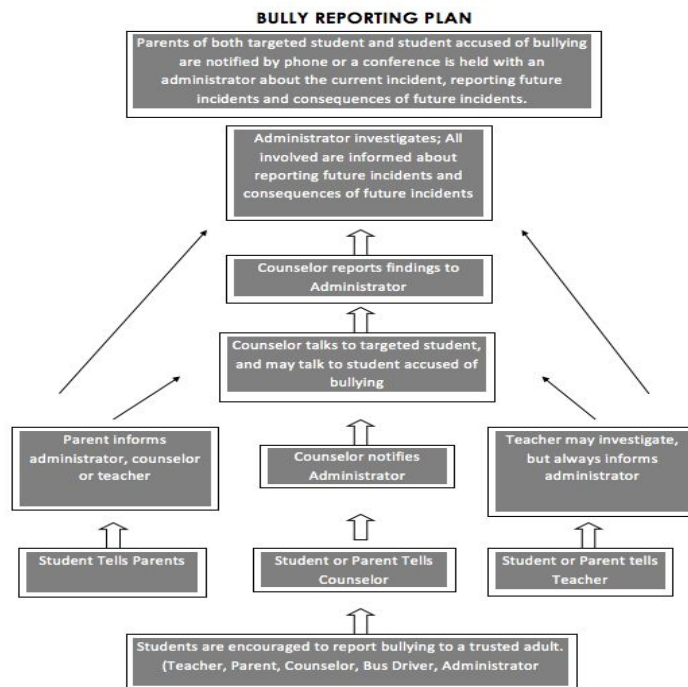
Relative to reporting bullying incidents, schools will maintain compliance with existing State School Board Rule.

Developing/Implementing Bullying Prevention Activities at Local Schools

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

Bullying Procedures Flowchart

The Bullying Procedures Flowchart is used by school administration in determining if the conduct in question meets the definition of "bullying" under the Georgia law. All allegations of bullying should be funneled/reported through the Principal or an administrator charged with the responsibility of handling discipline. School administration must notify the parents of the victim and the parents of the student that committed the offense.



BUS SAFETY, PROCEDURES, AND RULES

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

In all cases where bus discipline problems involve students from more than one school, the administrator from each school involved will 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, Thomaston-Upson County's Transportation Department follows Georgia Department of Family and Children's Services (DFACS) guidelines in the bus delivery of younger students to their homes at the end of the school day.

Under DFACS guidelines:

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

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

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

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

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

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

BUS SAFETY RULES

1. Students should be at the designated bus stop 5 minutes before bus arrives at the stop.
2. Bus seating is the bus driver's responsibility. Students must sit in assigned seat only, and may move only with the bus driver's permission. Students must REMAIN SEATED when bus is in motion-NO STANDING!

3. Aisles should be kept clear at all times (clear of persons and possessions).
4. Seat covers should be protected from pens or other objects that may mark or puncture. Any damages will be paid for by the student.
5. Students should always follow the bus driver's instructions, especially in the event of an emergency.
6. Eating/drinking/tobacco products 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.

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

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

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

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

PHYSICAL RESTRAINT GUIDELINES

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