UPSON-LEE ELEMENTARY SCHOOL

334 KNIGHT TRAIL
Thomaston, Georgia 30286
706-647-3632

STUDENT HANDBOOK
2019-2020

THOMASTON-UPSON SCHOOL SYSTEM MISSION STATEMENT
Excellence in Education…Every Individual, Every Day

UPSON-LEE ELEMENTARY MISSION STATEMENT
Excellence in Education…Every Individual, Every Day

UPSON-LEE ELEMENTARY VISION STATEMENT
We expect our students to be RESPONSIBLE, RESPECTFUL, and READY citizens. WE ARE SOMEBODY!

SCHOOL TELEPHONE NUMBERS
Shad Seymour, Principal
Amy Ellington, Asst. Principal
Chip Clarke, Asst. Principal

Web Address:  http://ules.upson.k12.ga.us
Facebook:  https://www.facebook.com/upsonelementary/
YouTube:  https://www.youtube.com/channel/UC3gV8JEGQTPLZSpIUz7LDw

Dear Parents and Students,

I want to extend a warm welcome to each and every one of you. I trust and hope that we can work together to make 2019-2020 an outstanding school year for our students.

The HANDBOOK / AGENDA is provided to serve two purposes. The first purpose is to provide parents and students with the rules and policies of Upson-Lee Elementary. Please read the handbook and familiarize yourself with this information. I also ask that you refer to it throughout the school year. The second purpose is to help link the parents to the child’s classroom. The agenda serves as a means of communication between both parents and teachers. Please check and sign your child’s agenda each night.

I encourage you to take advantage of any and all opportunities to participate in your child’s learning experience. You may want to consider joining the PTO or volunteering to help with other functions at ULES. Please know that we welcome your involvement and participation, and please feel free to visit with us when you can.

During the first week of school, we welcome parents/guardians to walk their child(ren) to their new class. There are staff members on duty throughout the building to ensure all of our students get to class safely after the first week. We kindly request that you leave your child(ren) with us at the front of the school after the first week and we promise to take great care of him/her. Thank you for sharing your child(ren) with us!

Shad Seymour
Thomaston-Upson Board of Education Mission Statement
Excellence in education… every individual, every day

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.

ACCREDITATION
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 Staff
Dr. Larry Derico, Superintendent
Julie English, Assistant Superintendent of Curriculum/Instruction and School Improvement Specialist
Marc Ellington, Director of Operations
Amy Miller, Director of Special Education, 504 and School Improvement Specialist
Dr. Jeff Kelly, Director of Personnel
Dr. Cristina Cunningham, Director of Federal Programs, Assessment, and Student Services
Kathy Matthews, Director of Finance
Shelley Daniel, Director of School Nutrition
Michelle Daniel, Parent Engagement Coordinator
Karen Truesdale, Director of School & Community Relations and Fine Arts
George Flowers, Director of Technology and UL Fine Arts Center Director

District Office Phone (706) 647-9621
District Office Website www.upson.k12.ga.us
Georgia’s curriculum is available at www.doe.k12.ga.us
<table>
<thead>
<tr>
<th>TABLE OF CONTENTS</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>ATTENDANCE</td>
<td>5</td>
</tr>
<tr>
<td>- Attendance Matrix</td>
<td></td>
</tr>
<tr>
<td>- School Day</td>
<td></td>
</tr>
<tr>
<td>- Tardiness</td>
<td></td>
</tr>
<tr>
<td>- Dismissals</td>
<td></td>
</tr>
<tr>
<td>- Early Dismissals</td>
<td></td>
</tr>
<tr>
<td>- Attendance Incentives</td>
<td></td>
</tr>
<tr>
<td>- Thomaston-Upson School District Attendance Policy</td>
<td></td>
</tr>
<tr>
<td>- Excused Absenses</td>
<td></td>
</tr>
<tr>
<td>SCHOOL SERVICES</td>
<td>7</td>
</tr>
<tr>
<td>- Counseling Services</td>
<td></td>
</tr>
<tr>
<td>- Section 504</td>
<td></td>
</tr>
<tr>
<td>- Special Education Program</td>
<td></td>
</tr>
<tr>
<td>- Student Insurance</td>
<td></td>
</tr>
<tr>
<td>- Student Support Team</td>
<td></td>
</tr>
<tr>
<td>- School Nurse</td>
<td></td>
</tr>
<tr>
<td>- Intradistrict Transfer Option</td>
<td></td>
</tr>
<tr>
<td>- Withdrawal Procedure for Students with Disabilities Reaching Maximum Age</td>
<td></td>
</tr>
<tr>
<td>- School Nutrition</td>
<td></td>
</tr>
<tr>
<td>- Hospital/Homebound Services</td>
<td></td>
</tr>
<tr>
<td>- PBIS Expectations</td>
<td></td>
</tr>
<tr>
<td>CURRICULUM/ACADEMICS</td>
<td>9</td>
</tr>
<tr>
<td>- Homework</td>
<td></td>
</tr>
<tr>
<td>- Schoolwork Folders</td>
<td></td>
</tr>
<tr>
<td>- Fine Arts/RESOURCE</td>
<td></td>
</tr>
<tr>
<td>- Internet Access</td>
<td></td>
</tr>
<tr>
<td>- Make Up Work</td>
<td></td>
</tr>
<tr>
<td>- Challenge Program</td>
<td></td>
</tr>
<tr>
<td>- Report Cards and Progress Reports</td>
<td></td>
</tr>
<tr>
<td>- Promotion/Retention Requirements</td>
<td></td>
</tr>
<tr>
<td>FAMILY ENGAGEMENT</td>
<td>10</td>
</tr>
<tr>
<td>- Contacting Teachers</td>
<td></td>
</tr>
<tr>
<td>- Conferences with Parents/Guardians</td>
<td></td>
</tr>
<tr>
<td>- Parties and Celebrations</td>
<td></td>
</tr>
<tr>
<td>- Parent Teacher Organization</td>
<td></td>
</tr>
<tr>
<td>- Student Grades: Online-Parent Portal</td>
<td></td>
</tr>
<tr>
<td>- Parent Policy</td>
<td></td>
</tr>
<tr>
<td>- Parents Right to Know</td>
<td></td>
</tr>
<tr>
<td>- Protection of Pupil Rights Amendment (PPRA)</td>
<td></td>
</tr>
<tr>
<td>STUDENT SAFETY &amp; TRANSPORTATION</td>
<td>11</td>
</tr>
<tr>
<td>- School Safety Plan</td>
<td></td>
</tr>
<tr>
<td>- Access Control System</td>
<td></td>
</tr>
<tr>
<td>- Asbestos Management Plan</td>
<td></td>
</tr>
<tr>
<td>- Audio and Video Camera Surveillance</td>
<td></td>
</tr>
<tr>
<td>- Drug Free/Tobacco Free Schools</td>
<td></td>
</tr>
<tr>
<td>- Emergency Information Forms</td>
<td></td>
</tr>
<tr>
<td>- Health Records</td>
<td></td>
</tr>
<tr>
<td>- Complaints of Discrimination/Harassment</td>
<td></td>
</tr>
<tr>
<td>- Visitors</td>
<td></td>
</tr>
<tr>
<td>- Security Pick-Up Passes</td>
<td></td>
</tr>
<tr>
<td>- Change of Address and Telephone Numbers</td>
<td></td>
</tr>
<tr>
<td>- Parental Restrictions</td>
<td></td>
</tr>
<tr>
<td>- Family Educational Rights and Privacy Act (FERPA)</td>
<td></td>
</tr>
<tr>
<td>- Severe Weather: Tornado Protocol</td>
<td></td>
</tr>
</tbody>
</table>
### OTHER IMPORTANT INFORMATION
- Field Trips
- Non-Solicitation Policy
- Notice of Non-Discrimination
- Outstanding/Unpaid Fees
- Spirit Items/Fun Fridays
- Textbooks and Materials (Fees, Fines, Charges)
- Care of School and Personal Property
- Lost and Found
- Moment of Reflection
- Board Policy
- Loss of Privileges
- Dress Code
- Cell Phone Policy
- Agenda Codes

### THOMASTON-UPSON STUDENT CODE OF CONDUCT
- Purpose
- Introduction to Student Discipline Procedures (includes Definitions of Terms)
- Classroom Managed Behaviors versus Office Managed Behaviors
- Student Offenses & Potential Disciplinary Actions – Levels 1, 2, and 3
- Student Activity Code of Conduct

### BULLYING POLICY AND REPORTING PROCEDURES
- General Information
- Defining Bullying
- Reporting Bullying
- Investigating and Documenting Bullying

### BUS SAFETY, PROCEDURES & RULES
- Bus Safety Rules
- Potential Consequences

### ATTENDANCE

#### ATTENDANCE MATRIX
The following matrix contains the procedures for monitoring students’ attendance:

<table>
<thead>
<tr>
<th>Offense</th>
<th>1st Offense Intervention</th>
<th>3rd Offense Intervention</th>
<th>5th Offense Intervention</th>
<th>9th Offense Intervention (7th Tardy Offense)</th>
<th>10th Offense Intervention</th>
<th>15+ Total Absences</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Absences</td>
<td>Phone Call Home On Each Absence by Attendance Clerk</td>
<td>Referral to Attendance Support Team (AST) to determine if meeting is needed. (Participants: Attendance Clerk, Counselor(s), Administrator, Teacher)</td>
<td>Parent Meeting with AST required for students with 5 Unexcused</td>
<td>AST will contact parents regardless of whether absences are Excused or Unexcused, letter sent home.</td>
<td>Refer to Social Worker (SSW), for students with 10+ unexcused absences.</td>
<td>Retention or Placement by Committee (Continuous communication with parent.)</td>
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</tbody>
</table>
SCHOOL DAY
The academic day for students begins at 7:45am and ends at 2:45pm. Students riding buses, which arrive before 7:30am, should report directly to the gym. Students will not be allowed to enter the building prior to 7:15am, and the school and its employees will assume no responsibility or liability for any students left at the school prior to the 7:15am opening time.

Research shows that there is a direct correlation between student achievement and school attendance. Coming to school and being on time each day is important and expected. To be counted present, a student must be in school a minimum of one-half the school day, or remain at school until 11:30am. 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).

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 7:45am. If a student arrives at school after 7:45am, parents MUST walk their student inside to check in at the front 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 may result in a referral to our county social worker.

DISMISSALS
The school day for all students ends at 2:45 pm. If you pick your child up from school, please be on time. Car riders should be picked up beginning at 2:45pm.

EARLY DISMISSALS
If picking your child up early, please do so no later than 2:15pm. The time and reason for leaving should be included. When possible, medical and dental appointments should be made outside of school hours. A child will be released only to the parents or designee approved by the parents on the student information sheet completed at the beginning of the year. All transportation changes must be received in writing the morning of the change in order to ensure time to complete/verify the request.

ATTENDANCE INCENTIVES
During the school year, student incentives for good attendance may be offered. Attendance incentive guidelines will be communicated to parents at the beginning of each school year. 5 Below/Attendance Celebrations will be held throughout the year during the school day for students with 5 or less absences during the semester.

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

THOMASTON-UPSON SCHOOL DISTRICT ATTENDANCE POLICY
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 each semester for an 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

| Tardy / Unexcused Early Dismissal | Tardy slips will be sent to teachers and a tardy stamp (ULPS only) will be placed in student agenda. | Letter from office, returned with parent signature. | Letter from office, returned with parent signature. | On the 9th Tardy, and each tardy after, students will be placed in lunch detention | Student not eligible for perfect attendance. |
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.

**SCHOOL SERVICES**

**COUNSELING SERVICES**
The counseling program in our schools consists 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.

**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.

**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 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.

**SCHOOL NURSE**
If a student becomes too ill to remain in class, the school nurse will try to reach you by phone to come to school and pick up your child. This is why it is so important that we have an updated, working phone number throughout the year. We have some facilities to help comfort the sick.
child while he/she is waiting. However, transportation cannot be provided to sick children. If your child is ill, please do not send him/her to school. A student that 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. The nurse will give first aid only as authorized. This means no medication, including aspirin can be given. The following procedures will be followed in the administration of medication during the school day:

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. 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.

### I HAVE A FEVER
- Temperature of 100.4 or higher
- Fever free for 24 hours without the use of fever reducing medication
- Evaluated by my doctor if itching or fever
- 1 AM READY TO GO BACK TO SCHOOL WHEN I AM…

### I AM VOMITING
- Within past 24 hours
- Free from vomiting for at least 2 solid meals and/or 24 hours
- Free from diarrhea for at least 24 hours
- Evaluated by my doctor
- Released by my medical provider to return to school

### I HAVE DIARRHEA
- Within past 24 hours
- Free from diarrhea for at least 24 hours
- Redness, itching, and/or “crusty” drainage from eye
- Hospital stay and/or ER visit

### I HAVE A RASH
- Body rash with itching or fever
- Itchy head, active head lice
- Proof of treatment is required

### I HAVE HEAD LICE
- Redness, itching, and/or “crusty” drainage from eye
- Evaluated by my doctor and have note to return to school

### I HAVE AN EYE INFECTION
- Head lice
- Free from itching
- Fever free for 24 hours

### I HAVE BEEN IN THE HOSPITAL
- Head lice
- Fever free for 24 hours

<table>
<thead>
<tr>
<th>I NEED TO STAY HOME IF….</th>
<th>I AM READY TO GO BACK TO SCHOOL WHEN I AM…</th>
</tr>
</thead>
<tbody>
<tr>
<td>I HAVE A FEVER</td>
<td></td>
</tr>
<tr>
<td>I AM VOMITING</td>
<td></td>
</tr>
<tr>
<td>I HAVE DIARRHEA</td>
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<td>I HAVE A RASH</td>
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<tr>
<td>I HAVE HEAD LICE</td>
<td></td>
</tr>
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<td>I HAVE AN EYE INFECTION</td>
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<td>I HAVE BEEN IN THE HOSPITAL</td>
<td></td>
</tr>
</tbody>
</table>

### 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](http://www.gadoe.org/School-Improvement/Federal-Programs/Pages/Intra-District-Transfers.aspx).

### WITHDRAWAL PROCEDURE FOR STUDENTS WITH DISABILITIES REACHING MAXIMUM AGE
I.D.E.A. provides for the public education of Students with Disabilities [SWD] ages 3 – 21. Beginning with the 2015-2016 school term, upon obtaining the age of 22, SWDs will be withdrawn from public school at the end of the semester of the date of their 22nd birthday. Exiting students will be eligible to participate in graduation. Beginning with the 2018-2019 school term, students served in the special education program will be dismissed on their 22nd birthday. Exiting students will be eligible to participate in graduation ceremonies.

### SCHOOL NUTRITION
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.

- **Breakfast** is served daily from 7:15am-7:50am. Students who are eating breakfast will pick up a breakfast upon arrival to school. Students will eat breakfast in their classrooms. If your child is a car rider in the morning and plans to eat breakfast, it is important that he/she arrives to school by 7:40 am to allow time for he/she to eat and classroom instruction is not interrupted.
- **Ice Cream** will be available for purchase after lunch at a cost of .75 cents.
- **Eating lunch with students:** Parents must register at the front desk and obtain a visitor’s pass before going to the lunchroom. It is important for you to meet and leave your child in the lunchroom area so class time will not be interrupted. Only the child and his/her guardian may eat together at lunch, as this is a special time between the child and parent. We ask that parents eat with their child in our designated visitor’s eating area in the cafeteria. All parent/visitor meals will cost $3.00 for breakfast and $4.50 for lunch.
Students bringing their lunch should not pack food that requires reheating. Brand-named sacks (e.g., McDonald's), cans, and bottles are not allowed in the cafeteria. Non-nutritious beverages such as carbonated drinks, Kool-aid, etc., should be in containers that prevent identification of contents. (Georgia Department of Education School and Community Nutrition Division) Students may purchase a carton of milk for $ .50.

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.

PBIS EXPECTATIONS
We encourage POSITIVE Behavior as a set of three main behavioral student expectations: Ready, Responsible, & Respectful.

All Thomaston-Upson Schools are implementing PBIS (Positive Behavior Interventions and Supports). PBIS is a proactive approach to student behavior in which expectations are taught before problems occur. There are expectations for every area of the school building (restroom, hallway, classroom, cafeteria, etc.). Students are expected to be Ready, Responsible and Respectful every day. Please see the POSITIVE Behavior Matrix (Located on page 17). Students exhibiting positive behaviors are rewarded in a variety of ways, some of which include:

- Noble Passes - Passes are given by faculty/staff to students who demonstrate positive behavior expectations throughout the school building. Students spend their coins/passes on different items from the grade appropriate menu.
- Golden Plate Award - This award is given to the classroom at lunch who exhibits POSITIVE expectations in the cafeteria.
- Student Caricature - Caricatures in the hallway are one incentive that students can earn with 200 Noble passes.
- The Bus Award - This award goes to all students on each bus that has had zero bus referrals for a month.
- PBIS 9 Weeks Incentive - Celebrations will be held each quarter to recognize and reward students that do not have any behavior referrals.

The standards for behavior require students to respect each other and school district employees, to obey student behavior policies adopted by the Board and to obey student behavior rules established at the school.

Our primary goal is to educate, not to punish; however, when the behavior of an individual student comes in conflict with the rights of others, corrective actions may be necessary. Accordingly, students shall be governed by policies, regulations and rules set forth in the Code of Conduct. Parents are encouraged to become familiar with the Code of Conduct and to be supportive of it in their daily communication with their children. Parents and students are required to acknowledge receipt of the code of conduct.

The Code of Conduct/Discipline Plan is effective during the following times and in the following places:
- At school or on school property at any time;
- Off school grounds at any school-related activity, function or event and while traveling to and from such events;
- On school buses and at school bus stops.

CURRICULUM/ACADEMIC INFORMATION

HOMEWORK
Students will be assigned homework as a means of encouraging independent study, establishing good work habits, and reinforcing basic subject skills. Homework assignments may be given daily throughout the year. All homework assignments may not be written, but could be in the form of study or review for a test or research for projects or book reports. It is important that children read each night and practice their sight words and math facts. Parents/Guardians are asked to be supportive of the school by assuring that the assignments are completed and are done by the student with only necessary help from adults.

SCHOOLWORK FOLDERS
Folders containing schoolwork will be sent home by each teacher on Wednesdays at least once every two weeks. Parents are asked to sign the folders and return them the next day.

FINE ARTS – RESOURCE
- MEDIA ART
- STEM LAB
- MUSIC
- PHYSICAL EDUCATION INSTRUCTION POLICY

Physical education is a very important component of each student’s school day. Our physical education program is designed to allow students to exercise, learn games and activities, improve endurance, learn teamwork skills, and extend their physical capacity. Students will attend physical education classes on a regularly scheduled basis. Students needing to be excused from participation in physical

NO OUTSIDE FOOD is allowed in the cafeteria.
education classes should have a note from their parents/guardians, a note from a doctor, or a note from their teacher. If a student will need to miss numerous classes, an explanation from a doctor needs to be presented to the physical education teacher.

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.

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

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

- Qualifying students in a grade level are served for one segment a day.
- Gifted Testing will occur twice per year in the Fall and Winter. However, a student can only be tested once per year.
- Qualifying students will be ‘clustered’ in homerooms in order to maximize FTE funding and for scheduling purposes.

REPORT CARDS AND PROGRESS REPORTS
The purpose of our report card is to inform you about your child’s progress toward achieving our state’s curriculum, the Georgia Standards of Excellence. Our report cards are designed to provide parents/guardians with the most accurate, fair and useful information about their child's progress in school. Each nine weeks, students have multiple opportunities to practice, attain, and demonstrate mastery of the Georgia Standards of Excellence. It is important to keep in mind that the report card is only one part of an effective reporting system. Reports from MasteryConnect will be used to report students' progress toward mastery of the standards.

Students in Kindergarten will receive ratings using the following descriptor codes:
ND: Not Yet Demonstrated  EM: Emerging  PR: Progressing  ME: Meets  EX: Exceeds

Students in first and second grades will receive a numerical average for each content area. The grade scale is as follows:
A…. 90-100
B…. 80-89
C…. 70-79
F…. Below 70  *No grade below a 60 will be given on a report card.

Please refer to the school calendar for progress report and report card dates.

PROMOTION RETENTION REQUIREMENTS
Promotion/retention decisions will be based on the following criteria: academic achievement, attendance, and state promotion/retention rules. Meetings will be scheduled with parents/guardians to discuss any student being referred for retention consideration within the final weeks of school.

1. Students may be retained if they have failed/not met Georgia Standards of Excellence in two subject areas for the year (English/Language Arts, Math, Science, or Social Studies).
2. Students will be placed or retained if they have been absent 15 or more days from school.

FAMILY ENGAGEMENT

CONTACTING TEACHERS
Teachers are not available to receive phone calls during instructional time. Allowances are made in time of emergencies. Messages may be left at the office to be delivered to a teacher or you may contact teachers by email. Parents will not be allowed to walk students back to class to talk to teachers in the mornings as teachers are responsible for monitoring students and beginning instruction. Teachers are asked to return all phone calls/messages as soon as possible and within 24 hours.

CONFERENCES WITH PARENTS/GUARDIANS
Two parent-teacher conferences are scheduled each year for reporting student progress. We encourage additional conferences if needed during the year either after school or during a teacher’s planning period as requested by parents/guardians or teachers.

PARTIES AND CELEBRATIONS
There are three formal school parties throughout the year: Christmas, Valentine’s Day, and End of School. We expect each teacher to discuss this fully with their students’ parents. Parents wishing to bring a treat or birthday surprise should bring them during their child’s lunch period. We ask that you keep the treat simple so we can remain on schedule. Parents are allowed to attend school parties.

In addition, there are to be:
1. No surprise or planned parties for students or teachers (this can be done after school).
2. Board Policy prohibits students carrying balloons or glass on the bus.
3. No Birthday Parties.
4. Invitations to outside private parties are not allowed to be distributed at school by school personnel.

PARENT TEACHER ORGANIZATION (PTO)
The Parent-Teacher Organization (PTO) is a very important part of Upson-Lee Elementary School. It serves and benefits the students and teachers in many ways. In order to be an effective organization, the PTO needs volunteer workers with a broad range of talents and skills. All parents/guardians are encouraged to become involved in PTO. Annual Dues are $5.00.

STUDENT GRADES: ONLINE-PARENT PORTAL
Parents can view grades online after receiving a password from the school. Grades are to be updated in Parent Portal (Infinite Campus) within one week after the student submits assignments/projects/tests.

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 in your first day packet.

PARENT’S RIGHT TO KNOW
Parent’s Right to Request a Teacher’s and a Paraprofessional’s Qualifications:
By law, LEAs are required to notify parents of their “Right to Know” the professional qualifications of the student’s classroom teachers. In Georgia, within 30 calendar days from the start of school, LEAs are required to notify parents in all schools that they may request, and the LEA will provide the parents on request, information regarding the professional qualifications of the student’s classroom teachers or paraprofessionals, including at a minimum, the following:
- Whether the student’s teacher—
  - has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
  - is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
  - is teaching in the field of discipline of the certification of the teacher.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.
If you wish to request information concerning your child’s teacher’s qualifications, please contact the school’s principal. ULES 706-647-7516; ULHS 706-647-6256; ULHS 706-647-8171

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.

STUDENT SAFETY & TRANSPORTATION

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).

ACCESS CONTROL SYSTEM
In an effort to maintain a safe and secure environment for everyone in the Thomaston-Upson School System, our schools are equipped with electronic access control systems at each main entrance and other entrances used by teachers and staff. Access control systems at each main entrance are equipped with a camera that allows the receptionist on duty to visually inspect the person(s) requesting entry. Once student arrival concludes each morning, all entryways are locked and remain locked throughout the school day. Visitors are asked to enter the school through the main entrance, where they must interact with the receptionist before entry into school.
After arriving at the main entrance, the visitor(s) must press the bell button to request entry into the building. A placard located near the door identifies the location of the bell button. Upon entry, visitors will approach the school receptionist and follow the regular sign-in procedures. Please bring a photo ID with you when entering the building. Visitors entering the school hallways and classrooms will be provided with a visitor’s badge to be worn at all times while in the school.
The U.S. Department of Education’s guidelines for school security recommend limited school access points along with the implementation of a visitor control system. We are very excited to be able to offer these safety and security provisions. As always, parents and guardians are warmly welcomed at our schools, and we look forward to seeing you throughout the school year.

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

AUDIO AND VIDEO CAMERA SURVEILLANCE
Audio and video cameras are placed in various locations within all Thomaston-Upson Schools to ensure the safety of our students, faculties, and guests.
DRUG FREE/TOBACCO FREE SCHOOLS
System policy prohibits the use of all tobacco products everywhere, by everyone, 24 hours per day, 7 days per week while on school property. If a student is guilty of the sale or distribution of drugs, the student will be expelled for a minimum of one year. Reference: BOE Policy JCDAC and Admin Regulation JCDAC-R(1). All policies concerning drug offenses are listed in the Code of Conduct.

EMERGENCY INFORMATION FORMS
Students are required to have on file a Student Emergency Information Form. This form is distributed on the 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.

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.

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, applicant for employment, parent or other individual who believes he or she has been subjected to harassment or discrimination by other students or employees of the School District based upon any of the factors listed above should promptly report the same to the principal of the school or the appropriate coordinator as listed below, who will implement the Board's discriminatory complaints or harassment procedures. Students may also report harassment or discrimination to their school counselor.

The Title VI Coordinator is:
Dr. Christina Cunningham, Director of Federal Programs, Assessment, and Student Services
Address: 205 Civic Center Drive, Thomaston, Georgia 30286 Phone Number: 706-647-9621

The Title IX Coordinator and the Sports Equity Coordinator is:
Dr. Jeff Kelly, Director of Personnel
Address: 205 Civic Center Drive, Thomaston, Georgia 30286 Phone Number: 706-647-9621

The Americans with Disabilities Act Coordinator and Section 504 Coordinator is:
Dr. 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.

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.

SECURITY PICK-UP PASSES (ULPS ONLY)
Parents/Guardians must show their child’s security pick-up pass to a staff member at dismissal each day. Each parent/guardian will receive two colored security pick-up passes at the beginning of the school year. If a parent/guardian has requested someone else to pick up his or her child from school, the security pick-up pass must be displayed in the car of that individual. Without a security pick-up pass, the adult picking up the child will be directed to the front office where their ID will be checked in order to gain clearance to pick up the child. Any person picking up a student must be on the paperwork submitted by the enrolling parent as an authorized person to get the child. Replacement or additional security pick-up passes will cost $3.00.

CHANGE OF ADDRESS & TELEPHONE NUMBERS
It is extremely important that an up-to-date address and working telephone numbers are on record at the school office for each student. Notify your child’s teacher and the front desk immediately if you have a change of address, telephone number, or any parental restrictions during the school year.

PARENTAL RESTRICTIONS
It is very important that copies of proper court documents regarding parental restrictions are given to the front desk and communicated to your child’s teachers immediately. The enrolling parent of a student should provide a list of people who are authorized to pick up his/her child at the beginning of the school year and update this information throughout the year as needed.
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.

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.

BUS INFORMATION
Students will not be allowed to ride any bus other than their regularly assigned bus unless a written/dated note, signed by the parent/guardian is presented to the student’s teacher and administrator on the date of the bus change. The note should clearly state the number of the new bus and the address to which the students should be taken. Also, parents/guardians should be aware that bus changes cannot be made over the telephone.

Primary and Elementary students will not be let off the bus unless an adult is visible at the designated drop off location. If no adult is visible, the student will be returned to the school, and parents will be contacted to come to the school to pick up the student(s).

OTHER IMPORTANT INFORMATION

FIELD TRIPS
Educational field trips are carefully planned by the teachers to enrich or extend classroom learning. These trips are designed to supplement different aspects of the Georgia Standards of Excellence curriculum and to introduce students to the resources of the community. Parents will receive notices of field trips well in advance of the scheduled trip date and will be asked to sign field trip permission forms. Parents/Guardians may attend field trips with their child as determined by the terms of the field trip destination (i.e. The venue that has limited space, and therefore sets a maximum number of participants); however, additional siblings are not permitted. Parents will be asked to drive and follow the school buses. Students are asked to ride the school bus to the field trip location. If a parent/guardian wishes for their child to ride home with them from the field trip, the parent/guardian will be required to sign the Early Dismissal form with the child’s teacher. Parents/guardians will be allowed to chaperone their own child during the trip. Parents will be asked to assist by providing payment to help cover the cost of their child’s event ticket and transportation.

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.

OUTSTANDING/UNPAID FEES
Outstanding fees for field day shirts, field trip dues, returned checks, or any other money owed to the school, should be paid by May 1st. In the event that these debts are not cleared, the student may not be allowed to participate in field day activities and his/her report card will be held. Principal discretion may be used to withhold privileges until the balance is paid.

SPIRIT ITEMS/FUN FRIDAYS
Periodically, school spirit items and snacks will be sold. Notices will be sent to inform parents of special school spirit sales and Fun Friday snack dates throughout the year.

TEXTBOOKS AND MATERIALS (FEES, FINES, CHARGES)
Textbooks, library books, and materials are loaned to students for their use during the school year. The school system may charge students a reasonable fee for lost, damaged or abused school system property. Report cards will be held at the end of the year if the main office has not cleared a fine.

CARE OF SCHOOL AND PERSONAL PROPERTY
Students are cautioned not to bring large amounts of money, radios, or cameras to school. If a student wears glasses or watches, we ask that the student take responsibility for the care of them. If it is necessary to bring more money than needed to pay for lunch, book fair items, school pictures, yearbooks, etc., students should give it to their teacher once they arrive at school. Parents/Guardians are asked to submit money in a sealed envelope in order to help prevent loss. Students should never leave money or other valuables in their desks.

Each child’s belongings including school supplies, book bags, coats, sweaters, gloves, hats, etc. should be plainly marked with a permanent marker to avoid loss or exchange. Unless suggested by the teacher, we ask that no toys or small gadgets be sent school. The school is not responsible for any loss of personal property and will not assume liability.

LOST AND FOUND
In the event that a student misplaces or loses an item, he/she should immediately report the situation to his/her teacher. Inquiry should also be made at the administrative offices, any classroom areas where the student attends, and on the student’s bus. A lost and found area in the school will house all misplaced/lost articles of clothing/book bags. Articles that have not been claimed by the end of the year will be donated to charity.

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.

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

LOSS OF PRIVILEGES
Students that exhibit chronic misbehavior are subject to the loss of privileges. Stipulations for loss of privileged activities:

School Dances (1 per 9 wk. period) – 2 office referrals or 1 OSS placement during the incentive period.
Field Day Activities– any student that has 8 Disciplinary Referrals prior to their Field Day.

DRESS CODE
Students are expected to dress in a manner appropriate for school. Student dress should not have the effect of unreasonably attracting the attention of other students or otherwise cause disruption or interference with the operation of the school. The following guidelines will be enforced and should be considered in determining proper dress:

● Clothing that is sexually suggestive, has profanity on it, or contains advertising about alcoholic beverages, drugs, tobacco, or other illegal materials may not be worn to school or to school sponsored events.
● Shoes are to be worn at all times.
● Students may wear stud earrings in the ears only. No other body piercing is allowed.
● If a student wears flip-flops, he/she should bring tennis shoes on the day his/her class is scheduled for PE.
The District may impose campus, classroom, or club/organization rules in addition to those found in the student handbook.

**ADDITIONAL BEHAVIOR REQUIREMENTS**

Thomaston 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 Upson County Board of Education Policy JCDA – Student Code of Conduct. These rules are to be followed by all students and school personnel working with the student. 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’s schools

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

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

**ADDITIONAL BEHAVIOR REQUIREMENTS**

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

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

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

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 a disposition.
3. Within a timely manner after determining a disposition, the principal (or designee) will send to the student’s parents or guardians 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 send written notification to the teacher of the action taken relative to the student incident referred by that teacher.

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 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 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:** (Grade 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.
POSSSESSION: 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 the 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, or when the school believes it is in the best interest of the student and school community. 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. A hearing 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. § 20-1-751.2.

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.

UNSsafe 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.
### Classroom-Managed Behaviors

- 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

Teachers will track minor behaviors on Student Incident Reports (SIRs) and assign teacher determined consequences.

When a student receives the 4th SIR, teachers will complete an office referral form. The title for referral should state “SIR” and the SIR sheet should be turned in to administration. At Upson-Lee High, teachers will submit an office referral on the 3rd offense.

#### Possible consequences:

- Verbal warnings
- Written reprimand
- Note to parent
- Parent contact
- Student conference
- Loss of privileges

A referral due to SIRs will be documented as Repeated Offenses.

### Office-Managed Behaviors

#### TUCS/State Discipline Matrix:

- 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)

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.

#### Possible consequences:

- Administrative Warning
- In-School Suspension (ISS)
- Out-of-School Suspension (OSS)
- Referral to Disciplinary Tribunal
- Loss of privileges

### 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.
4th Violation: In two (2) school days.

1st Violation: Engaging in or attempting to commit any LEVEL 1 offense can result in disciplinary action as outlined below. The unintentional possession of a knife or knife-like item does not include items such as scissors, razors, or other cutting instruments. Level 1 is a collection of minor offenses that leads to a state reportable code that occurs on a single or across multiple schools day events, and on transportation to and from school. This includes bartering, or exchanging any tobacco product or smoking paraphernalia. 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.

**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.

<table>
<thead>
<tr>
<th>DISCIPLINARY ACTIONS FOR LEVEL 1 VIOLATIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Engaging in or attempting to commit any LEVEL 1 offense can result in disciplinary action as outlined below.</td>
</tr>
</tbody>
</table>

**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.
### 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 cans 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.)

**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.

**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.

**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.

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**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.
### 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.

<table>
<thead>
<tr>
<th>Violation Level</th>
<th>School Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Violation</td>
<td>In-School Suspension/Bus up to two (2) school days, Out-of-School Suspension up to (3) school days.</td>
</tr>
<tr>
<td>2nd Violation</td>
<td>In-School Suspension/Bus up to three (3) school days, Out-of-School Suspension up to (5) school days.</td>
</tr>
<tr>
<td>3rd Violation</td>
<td>In-School Suspension/Bus up to five (5) school days, Out-of-School Suspension up to (5) school days.</td>
</tr>
<tr>
<td>4th Violation</td>
<td>In-School Suspension/Bus up to five (5) school days, Out-of-School Suspension up to (5) school days.</td>
</tr>
<tr>
<td>5th Violation</td>
<td>In-School Suspension/Bus up to five (5) school days, Out-of-School Suspension up to (5) school days.</td>
</tr>
<tr>
<td>6th Violation</td>
<td>In-School Suspension/Bus up to five (5) school days, Out-of-School Suspension up to (7) school days.</td>
</tr>
<tr>
<td>7th Violation</td>
<td>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).</td>
</tr>
</tbody>
</table>

### 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

<table>
<thead>
<tr>
<th>Offense</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Academic Dishonesty (32)</strong></td>
<td>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).</td>
</tr>
<tr>
<td><strong>Alcohol (1)</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Arson (2)</strong></td>
<td>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 &quot;Possession of Unapproved Items&quot;. 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.</td>
</tr>
<tr>
<td><strong>Battery (3)</strong></td>
<td>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.)</td>
</tr>
<tr>
<td><strong>Breaking &amp; Entering –Burglary (4)</strong></td>
<td>Unlawful or unauthorized forced entry into a school building or vehicle (with or without intent to commit theft). (Note: The key difference between Trespassing and Breaking &amp; Entering-Burglary is that Trespassing does not include forceful entry into the school building.).</td>
</tr>
<tr>
<td><strong>Bullying (29)</strong></td>
<td>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).</td>
</tr>
<tr>
<td><strong>Computer Trespass (5)</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Disorderly Conduct (6)</strong></td>
<td>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)</td>
</tr>
<tr>
<td><strong>Drugs, Except Alcohol &amp; Tobacco (7)</strong></td>
<td>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</td>
</tr>
<tr>
<td><strong>Fighting (8)</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Gang-related (35)</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Homicide (9)</strong></td>
<td>Killing of one human being by another</td>
</tr>
<tr>
<td><strong>Kidnapping (10)</strong></td>
<td>The unlawful and forceful abduction, transportation, and/or detention of a person against his/her will</td>
</tr>
<tr>
<td>Larceny/Theft (11):</td>
<td>The unlawful taking of property belonging to another person or entity (e.g., school) without threat, violence or bodily harm. (Note: The key difference between larceny/theft and robbery is that the threat of physical harm or actual physical harm is involved in a robbery.) Level 3 exceeds $250 and may be used for students that violate the school policy on larceny/theft three of more times during the same school year.</td>
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</tr>
<tr>
<td>Motor Vehicle Theft (12):</td>
<td>Theft or attempted theft of any motor vehicle</td>
</tr>
<tr>
<td>Other Firearms (28):</td>
<td>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.</td>
</tr>
<tr>
<td>Other Possession Of Unapproved Items (34):</td>
<td>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.</td>
</tr>
<tr>
<td>Other Student Incivility (33):</td>
<td>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.</td>
</tr>
<tr>
<td>Robbery (13):</td>
<td>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.</td>
</tr>
<tr>
<td>Repeated Offenses (36):</td>
<td>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.</td>
</tr>
<tr>
<td>Serious Bodily Injury (27):</td>
<td>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.</td>
</tr>
<tr>
<td>Sexual Battery (14):</td>
<td>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</td>
</tr>
<tr>
<td>Sexual Harassment (15):</td>
<td>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.</td>
</tr>
<tr>
<td>Sex Offenses (16):</td>
<td>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.</td>
</tr>
<tr>
<td>Threat/Intimidation (17):</td>
<td>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.</td>
</tr>
</tbody>
</table>
**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

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**Tobacco Products and Paraphernalia (18):** Possession, use, distribution, or sale of tobacco products on school grounds, at school-sponsored events, and on transportation to and from school. This includes bartering, or exchanging any tobacco product or smoking paraphernalia which includes electronic cigarettes and smoking devices. Level 3 involves the distribution and/or selling of tobacco products and may be used for students that violate the school policy on tobacco three or more times during the same school year.

**Trespassing (19):** Entering or remaining on a public-school campus or school board facility without authorization or invitation and with no lawful purpose for entry. (Note: The key difference between Trespassing and Breaking & Entering-Burglary is that Trespassing does not include forcible entry into the school building.) Level 3 is entering of remaining on school grounds or facilities without authorization and with no lawful purpose. Refusing to leave school grounds after a request from school personnel. Level 3 may be used for students that violate the school policy on trespassing three or more times during the same school year.

**Vandalism (20):** The willful and/or malicious destruction, damage, or defacement of public or private property without consent. Level 3 is participation in the willful/malicious destruction, damage or defacement of school property or private property without permission and may be used for students that violate the school policy on vandalism three or more times during the same school year.

**Weapons-knife (22):** The possession, use, or intention to use any type of knife (with the intent to harm or intimidate)

**Weapons-other (23):** The intentional possession and use of any weapon, other than a knife or firearm, in a manner that could produce bodily harm or fear of harm. Level 3 is intentional possession or use of a weapon, other than a knife or firearm, in a manner that could produce bodily harm or fear of harm.

**Weapons-handgun (25):** Possession of a firearm that has a short stock and is designed to be held and fired by the use of a single hand; and any combination of parts from which a firearm described above can be assembled. NOTE: This definition does not apply to items such as toy guns, cap guns, bb guns and pellet gun [Pursuant to Gun-Free Schools Act - Public Law 107-110, Section 4141]

**Weapons-rifle/Shotgun (26):** The term "rifle" means a weapon designed or redesigned, made or remade, and intended to be fired from the shoulder and designed or redesigned and made or remade to use the energy of an explosive to fire only a single projectile through a rifled bore for each single pull of the trigger. The term "shotgun" means a weapon designed or redesigned, made or remade, and intended to be fired from the shoulder and designed or redesigned and made or remade to use the energy of an explosive to fire through a smooth bore either a number of ball shot or a single projectile for each single pull of the trigger. [Pursuant to Gun-Free Schools Act - Public Law 107-110, Section 4141]

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

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

**DISCIPLINARY ACTIONS FOR LEVEL 3 VIOLATIONS**

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

1st Violation: In-School Suspension/Bus up to (5) school days. Out-of-School Suspension up to (5) school days.
2nd Violation: In-School Suspension/Bus up to (7) school days. Out-of-School Suspension up to (7) school days.
3rd Violation: In-School Suspension/Bus up to (10) school days. Out-of-School Suspension up to (10) school days. Possible Disciplinary Tribunal.

**Additional Disciplinary Actions for LEVEL 3 Violations**

Depending on the circumstances surrounding the LEVEL 3 violation, school administrators shall have the discretion to deviate from the progressive discipline policy.

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

**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 student – 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.
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.*

**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:

1. Additional practice or conditioning time
2. Conferencing between sponsor/parent or sponsor/student athlete
3. Loss of position or awards privileges
4. Suspension and/or removal from team
5. 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

**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.

**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:

1. Disruption of school or school events
2. Threats of violence or acts of violence against school employees or students
3. Sexual Offenses
4. Weapons Offenses
5. Alcohol or Drug Offenses
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 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 ensure 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.
**BULLY REPORTING PLAN**

Parents of both targeted student and student accused of bullying are notified by phone or a conference is held with an administrator about the current incident, reporting future incidents and consequences of future incidents.

Administrator investigates; All involved are informed about reporting future incidents and consequences of future incidents

Counselor reports findings to Administrator

Counselor talks to ALL students involved

Parent informs administrator, counselor or teacher

Student Tells Parents

Teacher may investigate, but always informs administrator

Counselor notifies Administrator

Student or Parent Tells Counselor

Student or Parent tells Teacher

Students are encouraged to report bullying to a trusted adult. (Teacher, Parent, Counselor, Bus Driver, Administrator)
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. Any conduct that endangers the other riders 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 Rue 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.

PASSWORDS:
### NOBLE EXPECTATIONS

<table>
<thead>
<tr>
<th>Classroom</th>
<th>Hallway</th>
<th>Cafeteria</th>
<th>Restroom</th>
<th>Media Center</th>
<th>Bus</th>
<th>Playground</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Be Respectful</strong></td>
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<td>Speak kindly and listen carefully</td>
<td>Move quietly in the halls</td>
<td>Eat only your food unless someone offers you food</td>
<td>Stay in your private space</td>
<td>Return books on time</td>
<td>Speak kindly and quietly</td>
<td>Include others when playing</td>
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<tr>
<td>Eyes on the speaker</td>
<td>Stay an elbow length off the wall</td>
<td>Keep food on your tray or in your area</td>
<td>Keep walls and stalls free of writing, etc.</td>
<td>Handle books with care</td>
<td>Sit where the driver tells you to</td>
<td>Share equipment with others</td>
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<td></td>
<td></td>
<td>Assist others when spills occur</td>
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<td>Ask for help if needed</td>
<td>Respond kindly to driver and peers</td>
<td>Speak kindly to others</td>
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<tr>
<td><strong>Be Responsible</strong></td>
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<td>Do what your teacher asks of you</td>
<td>Go directly to where you need to go</td>
<td>Use a quiet speaking voice</td>
<td>Flush the toilet</td>
<td>Bring agenda or pass</td>
<td>Be on time to the bus stop</td>
<td>Line up when called</td>
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<tr>
<td>Keep your area clean and organized</td>
<td></td>
<td>Talk only to those around you at your table</td>
<td>Wash your hands</td>
<td>Scan and place books quickly and calmly</td>
<td>Keep seat area clean</td>
<td>Stop, Think, &amp; Decide before you act</td>
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<td>Begin task immediately</td>
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<td>Clean your area before leaving</td>
<td>Place all used paper towels in the trash</td>
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<td><strong>Be Ready</strong></td>
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<tr>
<td>Stay in your personal space</td>
<td>Keep hands and feet to self</td>
<td>Stay in your designated area</td>
<td>Keep hands and feet to self</td>
<td>Keep hands and feet to self</td>
<td>Sit in correct seat with feet on floor in front of you</td>
<td>Keep hands and feet to yourself</td>
</tr>
<tr>
<td>Keep hands and feet to self</td>
<td>Stay in designated area</td>
<td>Sit facing the table with feet in front of you</td>
<td>Use the facilities appropriately</td>
<td>Use equipment correctly</td>
<td>Keep hands, feet, and objects to self</td>
<td>Use equipment correctly</td>
</tr>
<tr>
<td></td>
<td>Stay in designated area</td>
<td></td>
<td></td>
<td></td>
<td>Only move when the bus is stopped and you have permission from the driver</td>
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</tbody>
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