

2006-2007

**STUDENT AGENDA
and
HANDBOOK**

**172 KNIGHT TRAIL
Thomaston, Georgia 30286
(706) 647-7540**

This agenda belongs to:

Name: _____

Address: _____

Phone: _____

Grade: _____ Teacher: _____

**THOMASTON-UPSON SCHOOLS
2006-2007**

SCHOOL CALENDAR

July 24, 25, 26	Pre-Planning
July 27	Students' First Day
September 4	Labor Day Holiday
September 20-27	ITBS
September 28	End of First Nine Weeks
September 29	Planning Day/ Student Holiday
October 5	Report Cards
October 9-13	Fall Break
November 20-24	Thanksgiving Holidays
December 15	Students' Last Day of School Before Christmas Holidays
December 15	End of Second Nine Weeks (first semester)
December 18—Jan.1	Holiday Break
January 2, 3	Planning Days/Student Holidays
January 4	Students Return to School
January 10	Report Cards
January 15	Martin Luther King Holiday
February 19-23	Winter Break
March 15	End of Third Nine Weeks
March 16	Teacher Planning Day/Student Holiday
March 22	Report Cards
April 2-April 6	Spring Holidays
April 18-27	CRCT
May 25	Students' Last Day
May 28-30	Post Planning Days

FROM THE PRINCIPAL

Dear Parents and Students:

It is my pleasure to welcome you to Upson-Lee South Elementary School. The faculty and staff join me in saying we are happy to have you as part of the ULSE family. We hope this will be a successful and satisfying year for you. We welcome your participation and support during the school year and solicit your membership in the PTO. This handbook has been prepared to explain and clarify the procedures and expectations at Upson-Lee South Elementary. It should serve as a helpful reference for parents as they seek to provide academic support at home. Parents and students should review the contents together. We feel that parents are our partners in the important job of educating the children of this community.

We are here to make your years in school as successful, yet educationally challenging, as possible. If you encounter difficulties, please seek out any of our staff and we will do our best to help you. Working together, we will be able to reach our collective and individual goals. We look forward to celebrating with you the achievements of our students.

Sincerely,
Dr. M. Jones, Principal

THOMASTON-UPSON SCHOOL SYSTEM MISSION STATEMENT

We provide students with opportunities to excel in all areas through effective instruction and diverse curricula.

UPSON-LEE SOUTH MISSION STATEMENT

The mission of Upson-Lee South Elementary School is to develop students who will become productive citizens and life-long learners in an ever-changing society.

SCHOOL TELEPHONE NUMBERS

Dr. M. Jones, Principal

647-7540
Front Office
647-7538 or 647-7540

Stan Searcy, Asst. Principal

647-7538
John Welch, Asst. Principal
647-7540

Web Address: www.upson.k12.ga.us/ulse

Charles, Bailey, Counselor

647-9397
Karen Howell, Counselor
647-9389

SCHOOL DAY

The school day for teachers at Upson-Lee South Elementary is 7:30 a.m.-3:30 p.m., and the academic day for students is 7:50 a.m. - 2:45 p.m. Students who ride buses which arrive before 7:30 a.m., should report directly to the gym. Students who arrive by car and wish to participate in the breakfast program should be at school at 7:45 a.m.

Students should not arrive at school prior to 7:30 a.m. for any reason. Even though there may be some employees already on the school campus prior to 7:30 a.m., not all teachers are in their classrooms and ready to accept students. Students will not be allowed to enter the building prior to 7:15 a.m., and the school and its employees will assume no responsibility or liability for any students left at the school prior to the 7:15 opening time.

TARDINESS

All students who arrive at school after 7:50 a.m. should report to the front office for a tardy slip to be taken and given to his/her homeroom teacher.

Excessive tardies will not be tolerated. The progressive discipline matrix will be followed for students who are chronically tardy. Students may lose recess time after repeated tardies.

DISMISSAL

The school day for students ends at 2:45 p.m. If you pick your child up, you must be prompt. Car riders should be picked up in the front of the school. Single lane traffic is a must to insure the safety of our children. K and 1st grade students are to be picked up at the front of the building. 2nd and 3rd grade students are to be picked up in front of the 3rd grade wing of the building. Buses will depart at 2:50 each afternoon.

A request to have a child excused from classes early should be sent with the child on the morning of the dismissal. 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 unless the school has been notified by the parent that they have granted permission for someone else to pick up their child. Parents must sign students out and pick them up in the front office. ***IF A CHILD MISSES A CLASS PERIOD OR PORTION MORE THAN 10 TIMES DUE TO EARLY DISMISSAL DURING A GRADING SEMESTER PERIOD, A GRADE OF F MAY BE GIVEN IN THAT SUBJECT**

ATTENDANCE

The Thomaston-Upson School District operates under the authority, of the State Board of Education Rules and laws set forth in the state of Georgia.

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

Upon enrollment and registration each school year, parents and guardians will be given notice of State Compulsory Attendance Law pursuant to O.C.G.A. Code 20-2-690.1 and local Board of Education school attendance policy JB and JBD and the Progressive Discipline Attendance Matrix. 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. At the Elementary schools, this notice will be received by all students who have reached age ten (10) or above by September 1 of that school year.

Every absence must be followed by a note from home stating the nature of the absence. If communication with the school is not made, office staff will contact the parent. **Upson-Lee South Elementary School 647-7540.**

Pupils are expected to attend school 180 days each school year as required by law.

A pupil is expected to be in school a full day's session. To be counted present, a pupil must be in school a minimum of one-half the school day. He/she is also counted present when he/she (a) is on a school-sponsored trip or (b) is serving as a page in the General Assembly.

Parents are encouraged to make routine doctor appointments after school hours. Verification of appointments with doctors during school hours may be made by school officials.

MAKE UP WORK

Students will have the opportunity to make up all work and tests missed due to a legal or excused absence. The student should ask the teacher for makeup work upon returning to school after an excused absence. The student will have two (2) days for each day absent to make up the work or tests up to a maximum of ten (10) days.

Failure of a student to arrange to make up missed work could result in a grade of zero (0) being assigned for the missed work.

EDUCATIONAL ABSENCES

Educational absences will be defined as days away from school which result in a positive learning opportunity or experience which is not normally available to the student.

Upson-Lee South will also consider one educational absence (up to two days) request per student per year. The request must be made in writing by the parent/guardians. If the request is approved, the student will be required to either write a 2-3 page paper or give an oral report to his/her class on the educational value of the trip. This decision will be made by the home base teacher with grade level and age consideration being given. In addition, the student will be given the opportunity to make up any work missed during the excused absence. (Note: The days out do count as absences.)

Educational opportunities are not to be confused with regular family outings or vacations. These absences will not be considered to fall within the "educational absence" policy.

ILLNESSES

If a student becomes too ill to remain in class, the school nurse will try to reach you by phone and recommend that you come to school and pick up your child. This is why it is so important that we have an updated, working phone number on the student emergency contact card in order to reach you. 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 pick 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.

Some students may need medication during school hours. The following procedures will be followed in the administration of medication during the school day:

1. Non-prescription and prescription medication must be brought to school by the parent or legal guardian of the student or an adult agent of the parent, and presented to the principal or designee (school nurse).
2. The parent or legal guardian must complete and sign a copy of the Medication Record that authorizes the school staff to administer the medication. Medication record forms delivered to the school by the parents must be verified prior to the administration of the medication.

EMERGENCY INFORMATION

In case of emergency, each student is required to have on file in the school office the following information:

1. Parent(s) or guardian(s) name.
2. Complete and up-to-date address
3. Home phone and parent(s) work phone numbers
4. Physician's name and phone number
5. Medical alert information
6. List of persons allowed to pick up the child

CHANGE OF ADDRESS AND TELEPHONE

It is extremely important that every student maintain an up-to-date address and working telephone number record at the school office. Notify the school immediately if you have a change of address or telephone number during the school year.

TELEPHONE CALLS

It is greatly appreciated when parents refrain from calling their children or a teacher during school hours. Teachers cannot be called from their room during class time. Allowances are made in time of emergencies. Messages may be left at the office to be delivered to a teacher.

ASSEMBLIES AND PROGRAMS

From time to time school assemblies will be scheduled. These programs are planned for the benefit of the students to enhance their educational progress. Each student is expected to be attentive and courteous during these programs.

Various plays and music programs will be held throughout the year in conjunction with our PTO programs. Students will be asked to participate, and parents are encouraged to support and attend these programs.

All programs are **FREE** to students.

CARE OF SCHOOL AND PERSONAL PROPERTY

We try to instill in students pride in the appearance of their school. Students must not mark school furniture, walls, ceiling, floors, or equipment with pen, pencil, marker, or any other instrument. Students must not tamper with fire alarms, fire extinguishers, plants, trees, or any electrical system in the school. Anyone who willfully destroys school property through vandalism, arson, or larceny, or who creates a hazard to the safety of our students will be referred to the proper law enforcement agency. We hope that students and parents will report incidents of destruction of school property during and after school.

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, students should leave it with the teacher for safekeeping. Do not leave money or other valuables in the desks.

MARKED BELONGINGS

Each child's belongings including school supplies, bookbags, coats, sweaters, gloves, hats, etc. should be plainly marked with a permanent marker to avoid loss or exchange. No toys or small gadgets are allowed to be brought to 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 the teacher. Inquiry should also be made at the administrative offices, any classroom areas where the student attends, and on the student's bus.

When articles are found, they should be turned in to the employee who is in charge of that particular area. These articles will be kept in the Lost and Found until identified and claimed. Articles that have not been claimed by the end of the year will be discarded.

CONFERENCES WITH PARENTS/GUARDIANS

Upson-Lee South schedules two parent-teacher conferences each year for reporting student progress. We are most willing to schedule a conference at other times during the year, either after school, or during a teacher planning period. It is suggested that plans for conferences be made at least 24 hours in advance of the date since teachers fulfill their professional responsibilities during the school day.

Upson-Lee South Elementary School stresses the need for positive communication between the home and school. Efforts are made by the administration and teachers to notify parents of the many good things students do in the school. We hope that parents will also recognize the positive aspect of school life with their children.

HIGHLY QUALIFIED TEACHERS

We are committed to continually seeking to improve instruction for our students. We hope that as a parent, you will become involved in our school improvement initiatives as we continue to monitor student achievement and set high expectations. We encourage you to get to know your child's teacher and the class routines and expectations. We are proud of the professional credentials of our teaching staff and will furnish to you, upon request, the professional qualifications of any of your student's classroom teachers. This includes information concerning the grade levels and subject areas in which the teacher is certified, the major fields and degrees held by the teacher, and the qualifications of any paraprofessional who provides services to your child.

HOMEWORK

The Thomaston-Upson County Board of Education recognizes that homework is desirable and necessary. Students at Upson-Lee South Elementary School 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. Parents/guardians should be aware of the purpose of homework. They 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.

FIELD TRIPS

Field trips within our city and to nearby points of interest are scheduled by various classroom teachers throughout the school year. These trips are designed to supplement different aspects of the classroom 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.

COUNSELING-GUIDANCE

The Upson-Lee South Elementary School Guidance and Counseling Program is designed to be developmental. It is felt that all children in the process of growing up face normal developmental phases and problems. How these young people deal with these daily experiences influences their future living, goals, choices, and plans. Elementary counselors have special training to assist children as they experience these developmental phases. The counselor works with students through classroom guidance activities, small groups and individual sessions and assumes a developmental and preventative approach with all students in the elementary school.

The elementary school counselor consults and collaborates with parents, teachers and others, including the school psychologist, special education personnel, school social workers and medical specialists. They are also involved with classroom performance, child growth and development, a positive school climate, study groups for parents, identification of exceptional children, interpretation of test results, psychological reports and other relevant data, and communication between home and school. As required by state law, the counselor on some occasions may make contact with the Department of Family and Children's Services.

DISCIPLINE

(also see Code of Conduct)

In order for each student to be able to learn and work together in a productive and safe environment, the school and classroom must be free of behavioral problems and distractions. It is the responsibility of each student to behave in a manner which is socially acceptable and which meets the discipline guidelines of the school.

The classroom teacher is the person who is initially responsible for correcting behavioral problems within his/her classroom group. The teacher will establish and fully explain to his/her students a set of realistic and reasonable behavioral guidelines. The teacher is responsible for dealing with students who do not respond positively to these guidelines on a daily basis. Informing parents/guardians about behavioral problems will be a part of the teacher's corrective methods.

Repeated behavioral problems or major behavioral situations may require the assistance of the school administration. In most cases parents/guardians will be contacted when behavioral problems reach this stage. The cooperation and understanding of everyone is essential at this point.

Student behavior which disrupts the learning process or which infringes upon the rights of others cannot and will not be tolerated. Learning proper behavior in the school setting is one of the first things that a child must accomplish so that education can take place.

CODE OF CONDUCT

The code of conduct and discipline policies are designed to enhance the student learning environment by improving student behavior and discipline. The code and policies address acts that are unacceptable in school and in any setting related to the school including but not limited to the school bus, athletic events, field trips, fairs, the school bus stop, within the school safety zone, or at other school-related functions.

It is the expectation of the school and school system that students will respect each other and school district employees, and obey the student behavior policies of the board of education, the school, and classroom teachers. Parents, teachers and administrators will work together to improve and enhance student behavior and will communicate their concerns about behavior that detracts from the learning environment.

Teachers have the authority to manage their classrooms, discipline students, and refer a student to the school administration to maintain discipline in the classroom. When a student is referred by a teacher, the principal or assistant principal will respond within a reasonable time and employ appropriate discipline management techniques.

The most appropriate disciplinary action taken by school personnel is the least extreme measure that can resolve the discipline problem. In each case, the following may be considered:

- The age of the student
- Degree of premeditation, impulse, or self-defense
- Strength of the evidence available
- Willingness of the student to cooperate with administration/staff
- Seriousness of the offense
- Student's past disciplinary history/record
- Student support services available to help the student manage his/her behavior

Some methods/interventions may include but are not limited to:

- | | |
|---|---|
| Teacher--student conference | Detention |
| Restitution | In-School suspension |
| Teacher--parent conference or contact (written, e-mail, etc.) | Loss of privileges |
| Counselor--parent conference | Out-of-school suspension |
| Referral as a chronic disciplinary student | Isolation |
| Referral to Behavior Support Process | Removal (suspension) from school bus |
| Counselor--student conference | Removal from classroom by administrator |
| In-class disciplinary action | Referral to disciplinary tribunal |
| Change in placement/special program | |
| Referral to social worker or DFACS | |
| Referral to Student Support Team | |
| Confiscation of property which is disruptive or prohibited | |
| Referral to law enforcement | |

Definition of terms:

Corporal punishment (see policy JDA) Paddling.

Conference with parents--

Parents are encouraged to set up an appointment with any teacher, counselor, or administrator to discuss their child's progress or problems. Teachers, counselors, or administrators may also schedule such conferences.

Conference with student--Teachers, administrators or counselors may meet with a student informally or formally to discuss concerns about general or specific behavior or student progress issues, attendance, tardiness or other concerns. Such a meeting may or may not be reported to parents if informal in nature.

In-class disciplinary action--may include teacher interventions such as correction/reprimand, change student's seat, time out or other actions specified in classroom procedures.

Parent contact--may include notes, notations in student agenda, phone messages or e-mail.

Confiscation--Any item belonging to a student which disrupts the learning environment or is specifically prohibited will be removed from the student's possession. Such items may or may not be returned to the parent at the discretion of the teacher or school administrator

Loss of Privileges--Principles or teachers may withdraw specific school privileges from students who exhibit inappropriate behaviors.

Isolation--Any student may be removed from regular class activities for any portion of a school day as long as he/she is placed under the supervision of an adult.

In-school suspension (temporary alternative placement)-- student is excluded from attending regular classes but not from attending school and is required to complete assignments developed by the classroom teacher(s). Credit is given for successfully completed assignments.

Out-of-School Suspension- student may be suspended from attendance at school for violations of the Code of Conduct.

Short-term suspension-- 10 days or less

Long-term suspension-- more than 10 days (by disciplinary tribunal only)

Restitution--Replacement or payment for property taken, damaged, or destroyed.

Searches--If reasonable suspicion exists that a student may be in possession of prohibited items or evidence germane to an investigation of a violation of the code of conduct, a teacher's classroom behavior management plan, or the school's code of conduct or discipline plan, a student's person or personal property may be searched. Law enforcement officials may be used to assist in the search if appropriate.

Bus suspension--student is suspended from all school busses for a period of time specified by the school administrator. The student is expected to attend school, but the parent is responsible for providing transportation to and from school.

Student Disciplinary Panel--A three member panel (tribunal) as authorized by board policy to panel hear evidence presented by the school system, the student, and parent in a formal hearing when the student is referred by the school administration. The panel has the authority to determine innocence or guilt of the charges as presented and to apply disciplinary action ranging from returning the student to school to permanent expulsion.

Transmission--passing or giving any substance or article to another person.

Bus Misconduct--failure to comply with rules of bus safety or conduct or failure to comply with directions of the driver.

Disrespect--responding in a rude and impertinent manner.

Disruptive behavior--acting in a manner which interferes with educational activities.

Harassment--consistently disturbing another person by pestering, bothering, teasing or tormenting including harassment related to gender, race, national origin, or disability.

Assault--the act of threatening to strike, attack, or harm a person in school, at a school-sponsored function, or on school transportation (verbal assault) or intentionally making offensive physical contact without consent (physical assault).

Battery--any physical force or violence unlawfully applied to a person. This can include jostling, grabbing, or striking a person.

Disorderly conduct--behaving in a violent or seriously inappropriate manner which disrupts the educational process.

Gambling--playing any game of skill or chance for money or other items of value.

Fighting--involves the exchange of mutual physical contact such as pushing, shoving, hitting or kicking with or without injury.

Chronic Disciplinary Problem -- Any student who displays a pattern of behavior which significantly disrupts the school environment and is likely to recur. The parent of a student so identified will be invited to a conference to develop a plan to improve the student's behavior.

DISCIPLINARY ACTION PLAN:

Disciplinary actions are **progressive** regardless of the specific offense. Students who repeatedly misbehave are subject to increasingly severe disciplinary actions.

Teacher actions:

PLAN A--

- Conference with student
- In-class disciplinary action
- Parent contact

PLAN B--

- Teacher-student-parent conference
- Corporal punishment
- Loss/Removal of privileges
- Refer to counselor, social worker
- Referral to SST
- Teacher/Team detention
- Silent Lunch/No recess, etc.
- Request IEP meeting
- Confiscation
- Referral to administration
- Referral to Behavior Support Process

Administrator Actions:

PLAN C--

- Student and/or parent conference.
- Suspension in or out of school (1 to 5 days)
- Referral to counselor, social worker, DFACS, law enforcement
- Restitution
- Confiscation
- Corporal punishment
- Referral to Behavior Support Process
- Development of behavior correction plan (chronic disciplinary problem student)
- Student and/or student property search
- Suspension from school bus

PLAN D--

- In-school or out of school suspension (6 to 10 days)
- Recommendation for long-term suspension or expulsion (more than ten days)
- Referral to law enforcement

CODE OF CONDUCT: the following activities are prohibited and are subject to disciplinary action as authorized by the Thomaston-Upson Board of Education and state of Georgia laws.

OFFENSE:

Disciplinary Action:

Failure to follow directions / insubordination	A or B
Class disruption--interfering with any student's learning	A or B
Rude, disrespectful, dishonest behavior, or refusal to follow directions or instructions from any staff member.	B or C
Disrespectful conduct toward other students	B or C
Disrespectful conduct toward visitors or guests	B or C
Violation of dress code (refer to Policy JCDB)	B or C
Nuisance items or banned items including radios, cassette or CD players, toys, cards or games. (Students may not possess pagers or cellular phones on school grounds or buses.)	B or C
Harassment (including sexual harassment), teasing, inappropriate remarks, jokes, etc.	B, C, or D
Profanity, vulgar expressions, obscene words or gestures (verbal abuse or assault)	
A: directed at any school employee	C or D
B: directed at a student or group of students	B or C
C: in general conversation (overheard)	B or C
D: reported to staff member by a student	A or B
Theft of school or private property and/or damage to school or private property (including vandalism)	C or D
Attendance/tardies/truancy (see policy JBD)	C or D
Tobacco product possession or use	C
Bullying	C or D
Fighting	C or D
Other physical contact between students (pushing, kicking, pinching, etc.)	B, C, or D
Violation of school bus rules	C or D
Disorderly conduct	C OR D
Battery on any school system employee (this includes any school employee hit or hurt in the process of breaking up a fight or otherwise protecting students or other staff members.)	C or D

- A. Simple battery--intentional physical contact C or D
 - B. Battery on a school employee causing visible physical harm C or D
- (**Note: School personnel may use reasonable force to control behavior or to remove a person from the scene in the following situations:
- to quell a disturbance threatening injury to others
 - to obtain possession of weapons or other dangerous objects on the person or within the control of a student
 - for self defense; or
 - for the protection of persons or property.) C or D
- Chronic disciplinary problem C or D
 - Terroristic threats as defined by Georgia Law C or D
 - Technology fraud or misuse: C or D
 - Intentional unauthorized access to alter, damage, destroy or attempt to destroy any computer, computer system or network, software program or stored data.

Weapons:

- Firearms D
- Non-firearm weapons as defined in policy JCDAE C or D
- Other prohibited acts including but not limited to:
- Assault (physical or verbal) C or D
- Arson D
- Burglary D
- Robbery D
- Trespassing D
- Gambling B, C, or D
- Possession, use, sale or attempt to sell or other wise distribute/ transmit dangerous substances including illegal drugs, alcohol, prescription drugs, or any substance purported to be a narcotic or other controlled substance. Distribution of non-prescription drugs to unauthorized persons is also prohibited. C or D
- Any other action or behavior that disrupts or threatens to disrupt the learning environment or any school-sponsored activity. A,B,C, or D

CORPORAL PUNISHMENT

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

1. The corporal punishment shall not be excessive or unduly severe. No more than three (3) licks shall be administered.
2. Corporal punishment shall never be used as a first line of punishment unless the pupil was informed beforehand that a specific behavior could occasion its uses; provided, however, that corporal punishment may be used for behaviors which are so antisocial or disruptive in nature as to shock the conscious. All paddles used for corporal punishment shall be approved by the superintendent.
3. All corporal punishment shall be administered in the presence of a principal or assistant principal employed by the Thomaston-Upson Board of Education authorizing such punishment. The principal or assistant principal shall inform the student of the reason for the punishment beforehand.
4. The principal administering the corporal punishment shall provide the child's parent a written explanation of the reason for the punishment and the name of the principal or assistant principal who was present; provided, however, that such an explanation shall not be used as evidence in a subsequent civil action brought as a result of said corporal punishment.
5. Corporal punishment shall not be administered to a child whose parents or legal guardian have filed with the principal of the school a statement in writing that their child may not be paddled. A parental consent form will be sent to all parents and a copy kept on file in the principal's office.
6. Corporal punishment will not be administered to students known to be victims of physical abuse.
7. No principal or assistant principal who shall administer corporal punishment to a pupil or pupils under his/her care and supervision in conformity with this policy and in accordance also with the provisions of this law, shall, where the corporal punishment is administered in good faith and is not excessive or unduly severe, be held accountable or liable in any criminal or civil action based upon the administering of corporal punishment.

(State standards J1.1, J1.2-O.C.G.A. 20-2-730; 20-2-732)
 Thomaston-Upson Board of Education policy JDA

IN-SCHOOL SUSPENSION PROGRAM

Students at Upson-Lee South Elementary are not assigned to ISS at ULNE because of the age difference of the students.

BUS DISCIPLINE

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.

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 or administrator on the date of the bus change. The note should clearly state the number of the new bus and the address that the students should be taken to. Also, parents/guardians should be aware that bus changes cannot be made over the telephone.

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.

STUDENT DRESS CODE

Students at Upson-Lee South Elementary School are expected to dress in a manner appropriate for school. Student dress should not have the effect of attracting unreasonably 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:

1. 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.
2. The following types of clothing are not to be worn:
 - A. Midriff tops or halter tops
 - B. Tube tops
 - C. Fish net apparel without other clothing under it.
 - D. Low cut or revealing tops.
 - E. Biking shorts.

All pants and shorts must be worn so that the garment's waist is maintained at the individual's waistline, and not allowed to sag onto the hips exposing their underwear. **BUSTING SLACK WILL NOT BE TOLERATED.** Belts are encouraged to be worn with pants or shorts that have belt loops. Shorts and dresses should be appropriate for school. They should not be too short or too tight.

3. Shirts and blouses must be tucked in or worn so that all pockets are visible.
4. Shoes are to be worn at all times.
5. Caps, hats, headbands, sunglasses, or any other type of head ornamentation are not to be worn inside the building. This applies to both male and female students.
6. Students may wear stud earrings in the ears only. For the purpose of this rule no loops or any form of dangling earrings will be allowed.

A student wearing clothing that does not meet the dress code will be given the opportunity to call home to get a change of clothing or to correct the violation on the spot. Parents will be notified of the problem.

Repeated violations of the dress code could result in In-School Suspension or Out-of School Suspension.

DRUG FREE SCHOOLS

Thomaston-Upson County Schools recognize the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. The unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as a part of any school's activities is prohibited and punishable up to expulsion and referral for legal prosecution.

Information about available drug and alcohol counseling, rehabilitation, and re-entry programs is available from the school counselor.

FLOWERS

Flowers or other items sent to the school on Homecoming or Valentines Day must arrive at the school no later than 11:00 a.m. This rule applies no matter if items are transported by florists, other businesses or family. Balloons and glass containers **WILL NOT** be allowed to be transported on school buses because of safety issues.

SCHOOL PARTIES

There are to be three and only three school parties during the year. These are Christmas, Valentine's Day, and End of School. We expect that each teacher will discuss this fully with your room mothers.

In addition, there are to be:

1. No surprise parties for teachers.
2. No planned parties for teachers (this can be done after school)
3. Board Policy prohibits students carrying balloons and glass containers on the bus.

LUNCH AND BREAKFAST PROGRAMS

The "Southern Knight" Café at Upson-Lee South provides nutritious and well-balanced breakfast and lunch programs daily.

Breakfast Prices			Lunch Prices				
	Day	Week	Month		Day	Week	Month
Reduced	.30	1.50	6.00	Reduced	.40	2.00	8.00
Full Pay	.70	3.50	14.00	Full Pay	1.00	5.00	20.00
Adult	1.50	7.50	30.00	Adult	2.50	12.50	50.00

Payment for Meals: Meals should be pre-paid through homeroom. Payments for the week should be sent on Monday and payments for the month should be sent at the first of the month. The money should be in a sealed envelope with the student's name, homeroom teacher's name, grade, amount enclosed, date, and meal type (breakfast, lunch or both). Checks should be labeled with the same information in the "for _____" area. If a child is absent, the unused money will be credited to the next week.

Free and Reduced Meal Applications : Complete only ONE application for your FAMILY this year being sure to list all children enrolled in Upson County Schools as well as ALL other members in the household. A separate form must be completed for each FOSTER child in the family. Notification of approval or disapproval will be sent directly to parents.

Returned Check Policy : Upon receipt of a returned check, payment will be accepted only in cash or money order for the remainder of the school year. A letter will be sent home to parents with the returned check and amount due including a returned check fee of \$20.00. This must be paid within 14 days of the date of the letter or the matter will be turned over to a collection agency.

Charge Policy : A student is allowed a (3) day charge limit. Parents will receive a charge notice by the end of the week. If charges are not paid, a "HOLD" will be placed on report cards until the debt is cleared. The amount must be paid or the matter will be turned over to a collection agency.

ICE CREAM

Ice cream will be available for purchase at a cost of \$.75.

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 will not be excused from participation in physical education classes unless they have a note from their parents/guardians, a note from a doctor, or a note from their teacher.

If a student is excused from physical education class an excessive number of times, his/her grades may be affected. If it is evident that a student will need to miss numerous classes, an explanation from a doctor needs to be presented to the physical education teacher.

No student will be excused during regular physical education instruction more than six times per nine weeks grading period without a doctor's excuse. More than six "cuts" will result in an F for that grading period.

PTO

The Parent -Teacher Organization (PTO) is a very important part of Upson-Lee South 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 the PTO. Annual Dues are \$5.00.

SCHOOL SUPPLIES

For the benefit of the students, pencils, papers, pens, erasers, rulers, crayons, and other supplies are available for purchase each day from 7:45-8:00 a.m. Periodically, school spirit items will also be sold.

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.

TEXTBOOKS & MATERIALS (FEES, FINES, CHARGES)

Textbooks 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. If a student refuses to pay for damaged or lost textbooks, or equipment, report cards will be withheld.

REPORT CARDS AND PROGRESS REPORTS

Report cards will be sent home at the end of each nine (9) weeks grading period. Elementary students receive grades of A, B, C, or F. The grade scale is as follows:

A	90-100		1 == Does Not Meet Standards
B	80-89	or	2 == Meets Standards
C	70-79		3 == Exceeds Standards
F	Below 70		

All report cards and mid-term reports are to be signed by the parent/guardian and returned to the teacher immediately.

A student is graded based on grade level objectives contained in the state quality core curriculum (QCC) and the Georgia Performance Standards. If you have questions about your child's report card, please contact his/her teacher through a note or call the school's secretary, who will have the teacher call you.

Dates for report cards are as follows:
 First nine weeksOctober 5
 Second nine weeksJanuary 10
 Third nine weeks.....March 22
 Fourth nine weeks.....May 25

Progress reports are sent home at the mid-point of the nine weeks grading period. This report is to inform parents of their child's academic standing while there is still time to improve grades before report cards are issued.

Dates for progress reports are as follows:
 First nine weeks August 28
 Second nine weeks..... November 9
 Third nine weeksFebruary 7
 Fourth nine weeks..... April 22

SPECIAL PROGRAMS / SERVICES

In addition to regular classroom experiences, Upson-Lee South Elementary School students will have available to them the following special services:

- Learning Disability Classes
- Psychological Evaluations
- Speech Therapy
- Hearing Impaired
- MI & MO Classes
- Emotional/Behavior Disorders Program
- Visually Impaired
- Early Intervention Program
- Hospital/Homebound
- Challenge Program
- Guidance/Counseling
- Autism Unit
- Student Support Teams
- Hearing & Vision Screening

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 (the Challenge Program) by teachers, counselors, administrators, parents/guardians, peers, self, or other individuals with knowledge of the student's abilities. Contact a school administrator, counselor, or Challenge Program teacher for additional information.

HOSPITAL/HOMEBOUND SERVICE

For all students receiving Hospital/Homebound Instruction, a medical referral form (obtained from the school office) must be signed by a licensed physician stating that the student will be absent more than 10 days. When the form is returned to school and approved, a Hospital/Homebound Teacher will be provided.

VISITING SCHOOL

Parents are always welcome to visit the school. We invite you to visit your child's room and school, and become acquainted with the teacher.

Conferences and visits must be planned with a one day notice. Teachers and students work on a planned schedule and program. Unnecessary interruptions consume time and hinder the program.

For the protection of the students and the security in the school, it is required that any person entering the building during the school day come directly to the office before going to any other part of the school. No students will be permitted to leave the building with a visitor unless this has been approved through the school office.

At no time should a visitor enter the building through any entrance other than the main office entrance. Anyone who enters through an alternate entrance will be asked to exit and re-enter through the main entrance. This request is made to maintain strict security and safety for our students and staff.

- 4. No Birthday Parties.

Student Records

Under the Family Educational Rights and Privacy Act (20U.S.C. 1232g the "Act"), you have a right to:

- Inspect and review, within 45 days of a request, the education records of a student who is your child, or in the case of a student who is eighteen (18) or older, your own educational records. Parents or eligible students submit to the

Superintendent a written request identifying the record(s) they wish to inspect. The Superintendent will make arrangements for access and provide notice of such arrangements.

- Request the amendment of the student's education records to ensure that they are not accurate, misleading, or otherwise in violation of the student's privacy or other rights. To request the school district to amend a record, parents or eligible students should write the school principal, specify the part of the record they want changed, and specify why it is inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the district decides not to amend the record, it will notify the parents or eligible students of the decision and inform them of their right to a hearing. Additional information regarding the hearing procedure will be provided with the notification of the right to a hearing.

The Family Educational Rights and Privacy Act (FERPA), a Federal law, 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:

A playbill, showing your student's role in a drama production;
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.[\(U\)](#)

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
- Participation in officially recognized activities and sports
- Address
- Telephone listing (unless unlisted by the telephone company)
- Weight and height of members of athletic teams
- Honors, and awards received
- Birth date
- Grade level
- The most recent educational agency or institution attended

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.

POSSESSION OF WEAPONS

Senate Bill 440, which was passed in the 1994 session of the Georgia General Assembly, states that "it is unlawful for any person to carry or possess or have under such person's control while at a school building, school function, or school property or on a bus or other transportation furnished by the school any weapon or explosive compound." Punishment is set at a fine of not more than \$10,000, imprisonment for not more than ten years; in case of students, mandatory expulsion of at least one year. Only the Superintendent or Board of Education may modify the mandatory expulsion.

Weapon is broadly defined to include:

- A. any pistol, revolver, or weapon designed to propel a missile
- B. dirk, bowie knife, switchblade knife, ballistic knife
- C. any other knife with a blade of three or more inches
- D. razors
- E. metal knuckle
- F. black jacks or spring sticks
- G. numchucks, shuriken, nunchaku, or fighting chains
- H. throwing stars or oriental darts
- I. bat, club, or other bludgeon-type weapon

any stun gun or taser

This list is not all-inclusive.

(O.C.G.A., 16-11-106) Thomaston-Upson BOE policy JCDAE.

GENERAL SCHOOL RULES

1. Students are to behave in a manner that allows other students to learn.
2. Students are to avoid using profanity or other inappropriate language.
3. Students are to behave in the cafeteria in a manner allowing others present a pleasant atmosphere in which to eat their meal.

4. Students should not throw objects at other students, push other students, or act in any manner that can bring harm to another individual.
5. Students are to be prompt and consistent in their school attendance.
6. Students absent from school without their parents' knowledge will be considered truant and may be suspended from classes.
7. No gum chewing or tobacco is allowed.
8. Knives are not to be brought to school. They are considered weapons and appropriate action will be taken.
9. Toys and related items are not to be brought to school. The school cannot be responsible for them.

Repeated violations of rules may result in a teacher/student conference, a phone call to the parent/guardian, a referral to the principal, a parent conference, ISS assignment or suspension.

IDEAS FOR HELPING YOUR CHILD

1. Visit interesting places together like museums, a zoo, libraries, historical sights, parks and others. Discuss and explain their importance.
2. Select safe, educational toys--that need to be put together.
3. Play games with educational value such as number games, word games and guessing games.
4. Encourage your child to play with other children.
5. Listen to your child--encourage him or her to ask questions, discuss ideas and tell stories.
6. Set a good example. If you are interested in your child's school work, your child will probably be, too. Have a family reading time.
7. Attend parent-teacher conferences.
8. Communicate often with the teachers.
9. See that your child follows rules and attends school regularly.
10. Limit TV watching and agree on a regularly scheduled "homework, study time."

READ! READ! READ!

NONDISCRIMINATION STATEMENT

The Thomaston-Upson School System does not discriminate on the basis of race, color, sex, national origin, age, disability, or veteran status. The school system has designated Patsy Perdue as the section 504/ADA Coordinator and Larry Derico as the Title IX Coordinator. Mrs. Perdue and Mr. Derico can be contacted at the Thomaston-Upson School System, 205 Civic Center Drive, Thomaston, GA 30286 . Phone: Mrs. Perdue: 706-647-1960 and Mr. Derico: 706-647-9621.

