

**TAYLOR COUNTY
PRIMARY SCHOOL
AND
UPPER ELEMENTARY SCHOOL**

**PARENT/STUDENT HANDBOOK
2019-2020**



TCPS
56 McDowell Street
Butler, GA 31006
478-862-4855 (Telephone)
478-862-4856 (Fax)



TCUES
218 East Main Street
Butler, GA 31006
478-862-5690 (Telephone)
478-862-9122 (Fax)

taylor.schooldesk.net

TABLE OF CONTENTS

Topic	Page
Table of Contents	1
Preface, Handbook Translation, Website, Vision, Mission	2
Student Expectations	3
School Calendar	4
School Policies/Procedures	
Contacts Regarding Program Resources	5
Federal Programs	6-7
General Guidelines and Procedures	8
School Nutrition	9-10
Lost and Found	11-12
Telephone Usage	
Use of Technology	
Internet Agreement and Usage	
Image Usage	
Care of School Property	
Visitors and Conferences	
Parent Notice of FERPA Rights	
Parent Notice of PPRA Rights	15
Parent/Guardian Involvement	15
Academic/Instructional	16-17
Student Support Services	17-18
Attendance	19-22
School Health Services	23-25
Safety	26-27
Transportation	27-28
Athletics	29
TCPS Student Code of Conduct/Behavior Plan	30-31
TCUES Student Code of Conduct/Behavior Plan	32-33
Behavior Offenses and Consequences	34-35
Discipline Matrix	36-42
Dress Code for Students	43
Parent/Student Acknowledgement Form	44

*****Please complete, sign, and return (to homeroom teacher) the Parent/Student Acknowledgement form located on page 44.*****

PREFACE

This parent/student handbook is published each year in an effort to improve communication among the faculty, administration, students, and parents. This document serves as a reference providing information, guidelines, and policies about student life at Taylor County Primary School and Taylor County Upper Elementary School. We urge you to read the handbook carefully, to become familiar with it, and to comply with the rules and regulations set forth in it. These procedures may change as the need arises. You will be informed by a memorandum if a change is to be made. If you have any questions, please contact a teacher or administrator.



Handbook Translation

This document can be translated for you. Please call Andrew Britt at 478-862-5224 or come to the Taylor County Board of Education at 23 Mulberry Street in Butler, Georgia.

Este documento puede ser traducido para usted. Por favor, llame a Andrew Britt 478-862-5224 o venga al Taylor County Board of Education, 23 Mulberry St., Butler, Georgia.

Tài liệu này có thể được dịch cho bạn. Xin vui lòng gọi Andrew Britt tại 478-862-5224 hoặc đến Taylor County Board of Education tại 23 Mulberry Street, Butler, Georgia.

Taylor County Primary School Website

School information is available on the Taylor County Primary School website at <http://ps.taylor.schooldesk.net>. Information is updated periodically throughout the year. Additional school information is available from the Georgia Department of Education website which is linked to the TCPS website.

Taylor County Upper Elementary School Website

School information is available on the Taylor County Upper Elementary School website at <http://ues.taylor.schooldesk.net>. Information is updated periodically throughout the year. Additional school information is available from the Georgia Department of Education website which is linked to the TCUES website.



TCS D Vision

An inspiring future for all students.

TCS D Mission

Our mission is to graduate all students college or career ready, prepared to contribute to their community.

Taylor County Primary and Upper Elementary School Student Expectations

Students Should:

Participate fully in the learning process. Students need to report to school and class on time, attend all regularly scheduled classes, remain in class until excused or dismissed, pay attention to instruction, complete assignments to the best of their ability, and ask for help when needed.

Avoid behavior that impairs their own or other students' educational achievement. Students should know and avoid the behaviors prohibited by this Code of Conduct/Behavior Plan, take care of books and other instructional materials, and cooperate with others.

Show respect for the knowledge and authority of teachers, administrators, and other school employees. Students must obey reasonable directions, use acceptable and courteous language, avoid being rude, and follow school rules and procedures.

Recognize and respect the rights of other students and adults. All students should show concern for and encouragement of educational achievements and participation of others in curricular and extracurricular activities. Disciplinary action for violations of expected behaviors will include appropriate hearings and reviews. In all cases, the rights of individuals will be ensured and protected. When applicable, individualized plans (i.e. IEP, 504, and SST) will be reviewed for appropriate consequences.

Authority of the Principal

The principal is the designated leader of the school and, in concert with the staff, is responsible for the orderly operation of the school. In cases of disruptive, disorderly, or dangerous conduct not covered in this Code of Conduct/Behavior Plan, the principal may undertake corrective measures which he or she believes to be in the best interest of the student and the school provided any such action does not violate school board policy or procedures.





Taylor County School District

P.O. Box 1930 • 23 Mulberry St. • Butler, Georgia

2019-20 System Calendar

July 29-Aug 2	Pre-Planning/PL
August 5	First Day of School
September 2	Labor Day Holiday
September 6	Progress Reports
October 9	End of 1 st 9 Weeks
October 10,11	Fall Break
October 14	Professional Learning Day
October 18	Report Cards-1 st 9 Weeks
November 15	Progress Reports
November 25 – 29	Thanksgiving Holidays
December 20	End of 2 nd 9 Weeks
	***½ Day for Students
	***Full Day for Teachers
December 23 – January 3	Christmas Holidays
January 6	Professional Learning Day
January 7	Students Return –
	***2 nd Semester Begins
January 10	Report Cards-2 nd 9 Weeks
January 20	Martin Luther King Holiday
February 7	Progress Reports
February 17	Presidents’ Day Holiday
February 18	Professional Learning Day
March 12	End of 3 rd 9 Weeks
March 13	Professional Learning Day
March 20	Report Cards-3 rd 9 Weeks
March 30-April 3	Spring Break
April 17	Progress Reports
May 21	Report Cards-End of Year
	Last Day of School
	***½ Day for Students
	***Full Day for Teachers
May 22	Professional Learning
May 22, 23	Post- Planning
May 23	Graduation

SCHOOL POLICIES/PROCEDURES

GENERAL INFORMATION

Discrimination/Harassment Complaints

It is the policy of the Taylor County Board of Education that racial, sexual, or other forms of harassment or discrimination are forbidden. Any student or employee who believes he/she has been subjected to harassment or discrimination by other students or employees of the school based upon race, color, religion, national origin, age, disability or sex should promptly report the same to the principal or counselor of their school or appropriate coordinator, who will implement the board's discriminatory complaints or harassment procedures. Neither students nor employees shall be subjected to retaliation for reporting harassment or discrimination.

Reporting Inappropriate Behavior

Students may not falsify, misrepresent, omit, or erroneously report information regarding instances of alleged inappropriate behavior by a teacher, administrator, or other school employee toward a student. Any student (or parent or friend of a student) who believes a student has been the victim of an act of sexual abuse or sexual misconduct by a teacher, administrator or other school system employee is urged to make an oral report of the act to any teacher, counselor or administrator at his/her school.

CONTACTS REGARDING PROGRAM SERVICES

Director of Curriculum & Instruction:

Felicia Purdy, purdy.felicia@taylorboe.org

The coordinator develops and implements the school district's instructional program.

Special Education Coordinator:

Ann Hopkins, hopkins.ann@taylorboe.org

Under Individuals with Disabilities Education Act (IDEA), Special Education is defined as: "Specially designed instruction, at no cost to parents, to meet the unique needs of a child with a disability." The Special Education Program provides additional services, support, programs, and/or specialized placements or environments to ensure that all students' educational needs are met.

Equity in Sports:

Moneak Harris-McCrary, mccrary.moneak@taylorboe.org

The above listed coordinators/directors can be reached at the following address:

Taylor County Board of Education, 23 Mulberry Street, Butler, GA 31006 (478) 862-5224

Gifted Education Program:

The Taylor County School District recognizes the need to provide gifted education services to students who have the potential for exceptional achievement.

For additional information, please contact Tonya Guinn, guinn.tonya@taylorboe.org (478) 862-5690

Parent Resources:

Teresa Davis is the district's Parent Engagement Coordinator; she can be contacted at 478-862-5690 or davis.teresa@taylorboe.org. You may also visit the Georgia Parental Information and Resource Center website at www.georgiapirc.net for tips on how to help your child succeed in school.

Federal Programs

Certain students may be entitled to benefits under selected federal programs. Students who qualify or potentially qualify for any of the following services should first complete registration at the local school, then visit the TCSD Central Office to complete an additional registration document.

Homeless and Unaccompanied Youth, Title IX-A:

There are rights under federal law for students who meet the McKinney-Vento definition of homeless. A student is considered homeless if he or she is “doubled up” with other people—sharing housing—due to loss of housing or economic hardship, living in a shelter, lives in a public or private place not designed for humans, lives in a car, a park, abandoned building, substandard housing or a bus or train station, lives in a motel/hotel, camper or campground due to lack of alternative adequate accommodation, or is an unaccompanied youth. Homeless children and unaccompanied youth are entitled to immediate enrollment.

Children in Foster Care, part of Title I-A:

Children in foster care are entitled to immediate enrollment and certain other considerations. Due to their special circumstances and needs, it is essential that these students are immediately identified.

ESOL/ELs (English Learners, or English as a Second Language students)

Title III-A:

Students who indicate on a Home Language Survey (HLS) that a language other than English is spoken in the home are screened for English language comprehension in accordance with state policy and federal regulation. ESOL services are provided to students who, according to the results of the screener, need English language support.

Migrant Students Title I-C

Students whose parents move in order to accept employment in certain agricultural or fishing programs may be eligible for services provided through the Migrant Education Program (MEP).

Students with Disabilities

Eligible students under federal guidelines from Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973 / Americans with Disabilities Act (ADA) have protected federal rights. These students are served utilizing an Individual Education Plan (IEP) or 504 Plan. Both are legal binding documents.

Section 504 Complaints. Section 504 is a federal law that prohibits discrimination on the basis of disability. 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.

Title 1/Special Projects

LaTonja Turner, turner.latonja@taylorboe.org

Title I, Part A Improving the Academic Achievement of the Disadvantaged

Title I, Part A is a part of the Elementary and Secondary Education Act of 1965 as amended by the Every Student Succeeds Act (ESSA). The supplemental federal funds are allocated to ensure that all students have fair, equal, and significant, opportunities to obtain a high quality education and reach at minimum, proficiency on challenging state academic achievement standards.

Title IV, Part A - Student Support and Academic Enrichment (SSAE)

Authorized in December 2015, the Every Student Succeeds Act (ESSA) has allocated funds to improve students' academic achievement via Title IV, Part A grant funding. Funding from this grant will be used to provide all students with access to a well-rounded education and to improve school conditions for student learning via various district wide services. For service consideration, please complete registration at the local school, and then visit the TCSD Central Office to complete an additional registration document if needed.

GENERAL GUIDELINES/PROCEDURES

Arrival and Departure

The official school day begins at 8:00 a.m. and ends at 3:00 p.m. Upon arrival at school all students should report immediately to their designated areas and remain until a staff member directs them to class or another location. **Students arriving by car should not arrive on campus before 7:30 a.m.** If it becomes necessary for students to arrive earlier than the specified time, they are to report to the cafeteria until 7:30 a.m. Paraprofessionals will be on duty to supervise these students. Car riders who wish to eat breakfast at school should arrive by 7:45 a.m. and report to class by 8:00 a.m. Students are expected to be in class prior to the tardy bell at 8:10 a.m.

Changing Classes/Passage in the Halls

- All students are responsible to all teachers and paraprofessionals regardless of their grade level or assignment.
- **When changing classes**, stay to the right side of the hall and **move quickly and quietly**, without rushing to the next class.
- Students are not to be in the halls during class time except for emergency situations or when sent by a teacher or paraprofessional.
- Students are to follow the procedures announced by their homeroom teacher. Running and yelling in the halls are not permitted.

Criteria for Present/Prospective Out-of-County Student Enrollment

Out-of-county students whose parents wish to pay tuition for their child to attend Taylor County Schools (under the conditions of Board Policy JBCB) may attend Taylor County Schools provided they meet the following criteria:

1. An enrolling student must have no major behavior issues or any criminal record. Once accepted, out-of-county students and his or her parent or guardian agree that if there is a violation of the Code of Conduct or if the student is arrested, the student may be withdrawn immediately by the school administration, and the student will not be entitled to a hearing before a tribunal or appeal to the board of education.
2. An enrolling student must maintain satisfactory grades and attendance. If, in the opinion of school or District administration, the student is not performing academically according to the student's ability, the student may be withdrawn by the school administration.
3. Enrollment is discretionary based on several factors, including, but not limited to, the number of students per class and the staff available.
4. The District does not provide transportation for out-of-county students. Parents or guardians are responsible for the transportation of students to and from school.
5. The prompt payment of tuition is a condition of enrollment. Fifty percent (50%) of the annual tuition is due upon enrollment, and the balance is due by the end of the first semester.
6. Enrollment as an out-of-county student is a privilege that may be revoked and the student dismissed or expelled in accordance with District policies or if the above criteria are not maintained.

***The prompt payment of tuition is a condition of enrollment. One-hundred percent (100%) of the annual tuition is due upon enrollment.

Taylor County School Nutrition Program

23 Mulberry St.

Butler, GA 31006

478-721-1204/Fax 478-862-5818

Rodney Wainwright, School Nutrition Director

wainwright.rodney@taylorboe.org

Dear Parent or Guardian:

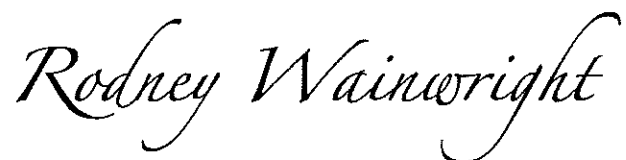
We are pleased to inform you that the Taylor County School District was approved to operate the National School Lunch and School Breakfast Programs under the Community Eligibility Provision (CEP) for the 2019-2020 school year at the Primary School and the Upper Elementary School.

What does this mean for you and your children attending the Primary and Upper Elementary Schools?

This is great news for you and your students! All students enrolled at the Primary School and the Upper Elementary School are eligible to receive a healthy school breakfast and lunch at no charge to your household each day of the regular school year. No further action is required of you. Your child(ren) will be able to participate in these meal programs without having to pay a fee or submit an application. We offer nutritious meals in the cafeteria and encourage all students to eat breakfast and lunch at school.

If we can be of any further assistance, please contact the Cafeteria Manager at your child's school or the School Nutrition Program office at 478-721-1204.

Best wishes to you and your children on a successful school year!!



Rodney Wainwright
School Nutrition Director

Primary & Upper Elementary Student Meal Prices for 2019-2020

Breakfast: No charge

Lunch: No charge

2nd Meal (same day) Price for Students

Breakfast: \$1.50

Lunch: \$2.60

Adult Visitor Meal Prices for 2019-2020

Breakfast: \$3.00

Lunch: \$4.00

Visitors Special Holiday Lunch - \$5.50

Unpaid Meal Charges and Alternate Meals Standard Practice

The Taylor County School District offers nutritious breakfasts and lunches for students each day. The USDA has set certain standards and guidelines, which have been followed in developing and implementing the following meal accounting procedures throughout the School District. The goals of this standard are:

- To treat all students with respect in the serving line regarding meal accounts regardless of the student's eligibility status;
- To establish a consistent district practice regarding overdrawn accounts and collection of negative balances.

Adherence to USDA Guidelines: In accordance with the USDA guidelines for participating in the National School Breakfast and Lunch Programs, all students who meet the criteria for eligibility for free benefits will not be denied a breakfast or a lunch meal for any reason. It is the parent/guardian's responsibility to apply for benefits if needed.

The School District shall follow the below guidelines for unpaid meals for the designated grade levels.

Primary and Elementary Schools

- Students will not be allowed to charge a la carte items. They are required to have funds on their account or have cash to pay for a la carte items.
- Parents and students may monitor their school nutrition account activity through the Infinite Campus Parent Portal.

Delegation of Authority Regarding Unpaid Balances

The Superintendent, or designee, shall establish guidelines for the collection of all food service related charges due to the School District, including but not limited to the establishment of a mutually agreed upon payment plan until an account is paid in full, the use of a collection agency, and write-off of uncollectible debt.

USDA Nondiscrimination Statement (English and Spanish)

<https://www.fns.usda.gov/fns-nondiscrimination-statement>

Lost and Found

Students are responsible for their textbooks and other school property assigned to them, as well as their personal property. If a student finds an article of value that does not belong to him/her, it should be taken to the office immediately for safekeeping. These articles may be identified and claimed through the school secretary. Other lost and found articles will be placed in a bin in the designated area. Parents, PLEASE write your child's name inside jackets, sweaters, coats, etc. so that the items can be easily identified and returned to your child.

Telephone Usage

Only emergency telephone messages will be relayed to students. Students will be allowed to use school telephones during the school day for emergencies only. Please remind children of their responsibility to bring all signed notes, books, permission forms, and assignments to school, as these do not constitute reasons for emergency use of the school telephones.

Use of Technology

(Note: Refer to Taylor County Schools Bring Your Own Device [BYOD] agreement)

Cell phones and other electronic devices are not allowed at school, except under the direction and supervision of the teacher for instructional purposes. Bring Your Own Device (BYOD) acceptable use guidelines apply to all students who bring their devices to school for academic purposes. Cell phones and other electronic devices that are used for other purposes during regular school hours will be confiscated. When a student's cell phone or other electronic device has been confiscated, the parent/guardian **MUST** come to the school office to pick up the device. Repeated violations may result in the child receiving disciplinary action. However, Taylor County Schools will not be responsible for loss, theft, or damage to said items. Failure to comply with school Internet policies will result in immediate suspension of this privilege.

Internet Agreement and Usage

Taylor County School System recognizes the importance of having access to the Internet for our students. We follow the guidelines provided to us by the Taylor County Board of Education. Students **MUST** have a permission form signed by a parent/guardian on file to access the Internet at school. We currently employ screening software, and our teachers/staff members closely monitor the use. Even with these precautions, students may come upon an inappropriate website. If the student comes upon an inappropriate website, he/she is to notify the teacher/staff member of such site immediately. Deliberate inappropriate use of the Internet will result in disciplinary action.

Image Usage

We would like to use your child's picture on our school web site, possible newspaper articles or video projects involving school activities. No child will be identified by last name on our web site.

I (we) authorize (authorization is on the last page) Taylor County Primary/Elementary School, Butler, GA and those acting with its permission and under its authority (collectively referred to as "the school") to use and publish recognizable images of my child in any medium deemed appropriate by the school, including but not limited to:

- Web pages
- Newspapers
- TV (in house and local broadcasts to homes)
- Multimedia presentations
- Pictures for professional journals

Care of School Property, Textbooks, and Library Books

Students are responsible for all textbooks and library books issued to them during the school year. These books are the property of the school system and should be treated with care. The condition of each textbook is recorded when it is issued so that damage beyond usual wear may be assessed at the end of the year. Payment is expected for any lost or damaged books. All monies collected are recorded by the school bookkeeper and paid to the proper fund for replacement purposes. If a lost book is returned, money paid will be refunded.

Visitors and Conferences

For the safety of our students and staff, all visitors must report to the front office and be given a visitor's pass before going to a classroom. Visitors arriving at a classroom door without a pass will be asked to return to the office. While we honor an open-door policy, visitors should make prior arrangements with an administrator to visit classrooms during instructional time. Classroom observations cannot be viewed as times for discussing a student's progress. We encourage parents to arrange such conferences with individual teachers for another time. Parents wishing to set up a conference with a teacher may call the school office or e-mail the specific teacher to arrange the meeting.

Parent Notice of FERPA Rights

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

(1) The 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 education records. Parents or eligible students should submit to the Superintendent a written request identifying the record(s) they wish to inspect. The Superintendent or designee will make arrangements for access and provide notice of such arrangements.

(2) The right to request the amendment of the student's education records to ensure that they are not inaccurate, 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.

(3) The right to consent to disclosures of personally identifiable information (PII) from the student's education records, except to the extent that FERPA and its implementing regulations authorize disclosure without consent. One exception that permits disclosure without consent is to school officials with legitimate educational interest. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including school nurses and school resource officers); a member of the school board; a person or company with whom the district has contracted to perform a specific task (such as attorney, auditor, medical consultant, therapist, or online educational services provider); a contractor, consultant, volunteer, or other party to whom the school district has outsourced services, such as electronic data storage; or a parent or student serving on an official committee (such as a disciplinary or grievance committee) or assisting another school official in performing his/her tasks. The District allows school officials to access only student records in which they have a legitimate educational interest. School officials remain under the district’s control with regard to the use and maintenance of PII, which may be used only for the purpose for which disclosure was made, and cannot be released to other parties without authorization.

A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his/her professional responsibility.

Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student’s enrollment or transfer.

(4) FERPA requires the school district, with certain exceptions, to obtain written consent prior to the disclosure of personally identifiable information from the student’s education records. However, the district may disclose appropriate designated “directory information” without written consent, unless the parent or eligible student has advised the district to the contrary in accordance with district procedures. The primary purpose of directory information is to allow the school to include this type of information from the student’s education records in certain school publications, such as the annual yearbook, graduation or sports activity programs, and honor roll or other recognition lists.

The School District has designated the following information as directory information:

- (a) Student's name, address and telephone number;
- (b) Student's date and place of birth;
- (c) Student's participation in official school activities and sports;
- (d) Weight and height of members of an athletic team;
- (e) Dates of attendance at schools within the district;
- (f) Honors and awards received during the time enrolled in district schools;
- (g) Photograph; and
- (h) Grade level.

Unless you, as a parent/guardian or eligible student, request otherwise, this information may be disclosed to the public upon request. In addition, two federal laws require school systems receiving federal financial assistance to provide military recruiters, upon request, with students' names, addresses, and telephone numbers unless parents have advised the school system that they do not want their student's information disclosed without their prior written consent. You have the right to refuse to allow all or any part of the above information to be designated as directory information and to refuse to allow it to be disclosed to the public upon request without your prior written consent. If you wish to exercise this right, you must notify the principal of the school at which the student is enrolled in writing within 10 days after officially enrolling in school or within 10 days of the date of the release of this notice.

(5) You are also notified that from time to time students may be photographed, videotaped, or interviewed by the news media at school or some school activity or event; unless you, as a parent/guardian object in writing to the principal to your student being photographed, videotaped or interviewed. You must notify the principal of your objection by the date specified above. The principal will take reasonable steps to control the media's access to students. However, your submission of a written objection does not constitute a guarantee that your student will not be interviewed in circumstances which are not within the knowledge or control of the principal.

(6) You have the right to file with the United States Department of Education a complaint concerning alleged failures by the school district to comply with the requirements of FERPA or the regulations promulgated there under. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202.

For additional information, you may call (1-800-872-5327) (voice). A copy of the adopted policy is available on the district's website or may be obtained by contacting the central office at P.O. Box 1930; 23 Mulberry Street, Butler, GA 31006 or 478-862-5224.

Parent Notice of PPRA Rights

The Protection of Pupil Rights Amendment (PPRA) requires school districts to notify parents and obtain consent or allow them to opt their child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas (“protected information surveys”):

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes (“marketing surveys”), and certain physical exams and screenings.

This notice and consent/opt-out provision transfers from parents to any student who is 18 years old or an emancipated minor under State law.

The school is required by federal law to give this notice to parents. However, the school currently does not have scheduled any such activities as are described above. If any such activities are initiated during the school year, parents will be notified accordingly and will be afforded all the rights described herein.

PARENT/GUARDIAN INVOLVEMENT

The TCPS and TCUES Code of Conduct is based on the expectation that parents/guardians, teachers, and school administrators will work together to improve student behavior and academic performance. School administrators recognize that two-way communication through personal contacts is extremely valuable; therefore, they provide information to parents/guardians as well as on-going opportunities for school personnel to hear parents’/guardians’ concerns and comments. Parents/guardians and students should contact the principal of the school if specific questions arise related to the Code of Conduct.

Parents/guardians are encouraged to become actively involved in their student’s educational experience. Some examples of ways to participate are:

1. Parent/guardian volunteers at the school site
2. Parent/guardian Teacher Organization (PTO)
3. Committee participation
4. Chaperones (field trips and extracurricular activities)
5. Parent/guardian teacher conferences
6. Mentoring

ACADEMICS/INSTRUCTIONAL INFORMATION

Notification to Parents Regarding Highly Qualified Teachers

The Taylor County School District is 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 child'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. If you have any questions regarding teaching credentials and qualifications, please contact Ms. Felicia Purdy, Director of Curriculum and Instruction. She may be reached at the Taylor County Board of Education by telephone (478- 862-5224) or by email (purdy.felicia@taylorboe.org).

Grades, Progress Reports, and Report Card Information

At TCUES, in 5th and 6th grades, subject area courses (English Language Arts [ELA], Mathematics, Science, Social Studies), Physical Education, and all other non-core subject area courses will be assigned a numerical grade. In 3rd and 4th grades, subject area courses (English Language Arts [ELA] and Mathematics) are given a numerical grade; science, social studies, and connections are given "M" for *meets* and "N" for *does not meet*.

The grading system for Taylor County Upper Elementary School is as follows:

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

***All grades are reported numerically, and a passing score is 70 and higher.**

At TCPS, in 1st and 2nd grades, subject area courses (English Language Arts [ELA] and Mathematics) are given a numerical grade. In Kindergarten – 2nd grades, science, social studies, and connections are given "M" for *meets* and "N" for *does not meet*.

The grading system for Taylor County Primary School is as follows:

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

***All grades are reported numerically, and a passing score is 70 and higher.**

Grades are based on class participation, class work, homework, tests, quizzes, and special projects that the teacher may assign. Teachers are urged to notify the parents in the event a student is in danger of not passing a course.

A transfer student entering during a grading period will be given credit for work done at his/her former school. Grades from the former school will be averaged proportionately with the grades earned at TCPS/TCUES.

Progress reports will be issued at the mid-point of each 9-week grading period. Progress reports are to be signed and returned to school the next day.

Report cards will be sent home every nine weeks. Report Cards will be sent home within five school days of the end of a nine-week grading period, unless the fifth day falls on a Friday. If this is the case, report cards will be sent home the following Monday. Students are expected to return the report card the following day with a parent/guardian signature.

Parents are asked to monitor carefully the date progress reports and report cards go home and to inquire when they do not receive the report from their child. Access to a student's grades and attendance records is also available online via the Parent Portal accessed through the Taylor County Schools website at <http://taylor.schooldesk.net>.

Promotion, placement, and retention decisions are guided by the Taylor County School District Board Policy Code IHE "Promotion and Retention".

Academic Honors for 1st through 6th Grades

Nine Weeks Academic Honor Roll

Principal's Honor Roll – Students with 95 or above in every academic subject

Honor Roll – Students with 90 and above in every academic subject

Annual Academic Honor Roll

Students with a “95” or above in every academic subject for the school year will be named to the “Principal’s Honor Roll.”

Students with a “90” or above in every academic subject for the school year will be named to the “Honor Roll.”

Academic Achievement

Students with a 90 or above in one or more (but not all) academic subjects

***Academic Subjects are: ELA and Math @ TCPS; ELA, Math, Science, Social Studies @ TCUES

STUDENT SUPPORT SERVICES

The Taylor Upper Elementary School provides a variety of resources to address each student’s unique needs. Examples of these services include:

Response to Intervention (RTI)

The state of Georgia has implemented a four-tier Response to Intervention (RTI) model that a) identifies and b) addresses student academic and/or behavioral needs. This problem-solving model is designed to support the needs of all students. RTI works to reach students when they are just beginning to fall below expected benchmarks and provides appropriate supports and interventions at increasing levels of intensity. This model provides research-based interventions that are in addition to their grade level curriculum. Taylor County Primary and Upper Elementary Schools have adopted an RTI model known as the Pyramid of Interventions (PoI), which includes the following levels of support. Standards-based instruction, universal screening and progress monitoring are the foundation elements of this model.

- **Tier 1 Standards-Based Classroom Learning:** All students participate in general education learning that includes implementation of the Georgia Standards of Excellence through research-based teaching practices, use of flexible groups for differentiation of instruction, universal screening, and progress monitoring.
- **Tier 2 Response to Intervention (RTI) Needs-Based Learning:** Targeted students participate in learning that is in addition to Tier 1. This targeted instruction is characterized by the addition of more concentrated small-group or individualized interventions that target specific needs and essential skills. Tier 2 interventions are research proven and aligned to the needs of the student. These interventions may involve an increase in intensity, frequency, or duration of the strategies utilized in Tier 1. Progress monitoring is more frequent and is vital to determining the effectiveness of the interventions.
- **Tier 3 Student Support Team (SST) Driven Learning:** Targeted students participate in learning that is in addition to Tier 1 and 2. In Tier 3, The Student Support Team (SST) completes individualized assessments of student data to determine any barriers to learning. The SST develops appropriate individualized interventions for the student. As with Tier 2, progress monitoring is more frequent and is vital to determining the effectiveness of the interventions.
- **Tier 4 Specially Designed Learning:** Targeted students participate in learning that includes specialized programs, adapted content, methodology, and/or instructional delivery.

Student Support Team (SST)

If a student is experiencing academic and/or behavioral difficulties, the student may be referred to the Student Support Team (SST). The SST is a group of educators and support personnel that review a student's academic and behavioral needs. After an analysis of individual student data through the use of a problem-solving model, the SST will recommend appropriate interventions to assist the student. Parents/guardians are invited and strongly encouraged to participate in SST meetings so they can help plan for the educational needs of their student.

Special Education Program

The Special Education Program provides services for children with special needs by providing specialized services. These services include Speech and Language Pathology, which works with language delay and speech problems. Experienced Speech and Language Pathologists provide these services. Other services include Learning Disabilities, Behavioral Disorders, and Mildly Mentally Impaired. Each child has an **Individualized Educational Plan (IEP)** based upon the child's special needs.

Early Intervention Program

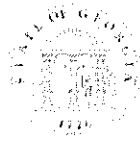
The Early Intervention Program serves those children in grades K through 5 needing assistance in reading and/or math. The child's scores on standardized achievement tests, as well as teacher recommendations and student checklists may determine eligibility for the program. This program helps provide additional support to those children who are having difficulty with reading and/or math.

Remedial Education Program (REP)

The Remedial Education Program (REP) is an instructional program designed for students in grades 6-12 who have identified needs in reading, writing, or math. This program provides individualized basic skills instruction as mandated by Georgia Law. The REP Program is a part of the Response to Intervention (RtI) framework for providing support to students. The Program provides a structure for additional instruction to ensure students meet grade level expectations at the middle and high school level.

Gifted Education Program

The Taylor County School District believes that all students have a right to educational experiences that challenge their individual development and recognizes the need to provide gifted education services to students who have the potential for exceptional achievement. For additional information regarding the Gifted Education Program, please contact **Tonya Guinn** at (478-862-5690) or guinn.tonya@taylorboe.org.



BEMON G. MCBRIDE, III
CHIEF JUDGE OF SUPERIOR COURTS

11TH FLOOR, GOVERNMENT CENTER
P.O. BOX 1340
COLUMBUS, GEORGIA 31902-1340

TELEPHONE
706/225-4275
FACSIMILE
706/653-4269

May 1, 2019

Dear Parent or Guardian,

On behalf of the Superior Courts of Chattahoochee, Harris, Marion, Muscogee, Talbot and Taylor Counties, I wish to welcome you to a new school year and confirm that school attendance is mandatory in the State of Georgia. Regular student attendance is a basic requirement for academic progress, as we all know. Attendance is linked closely to lifelong learning and productivity. It is well established that frequent or chronic absences, late arrivals and truancy place a child at a severe disadvantage, both in school and in endeavors later in life.

With these considerations in mind, you should know that your child's school is legally required to report students with excessive absences or late arrivals to your school's social worker for follow up and possible legal action.

Should such a referral occur, efforts will be made to help the family resolve attendance problems. If such efforts are unsuccessful, it shall be the duty of the school social worker to file proceedings in Juvenile Court or take other legal steps to ensure compliance with Georgia's compulsory attendance laws.

Your child's school realizes that occasional absences or tardiness are necessary or even unavoidable because of illness or family emergencies; however, your student will be responsible for all assignments and homework covered during the absence. If a student needs the teacher's assistance to understand missed material, the teacher will usually be glad to assist the student at a pre-arranged time before or after regular class hours. Generally, it will not be possible for the teacher to stop class or interrupt instruction to accommodate students who are absent or tardy as this would be unfair to other students.

I hope that you and your student have a good academic year and that you will call upon your school with any questions or concerns.

With sincere best wishes,

Bemon G. McBride, III
Chief Judge,
Chattahoochee Judicial Circuit

BGM,III/ljj

ATTENDANCE INFORMATION

The Taylor County School District believes that regular and punctual attendance is imperative for educational success. Students are expected to be in school each day (from 8:00 a.m. to 3:00 p.m.) unless ill or unable to attend due to an unavoidable reason. Students who are absent from school may never regain some of the experiences, which take place during their absences.

The primary responsibility for school attendance rests with students and parents/guardians. Full cooperation is encouraged from parents/guardians in promoting good attendance and punctuality. When possible, medical and dental appointments should be scheduled after school hours, and family vacations should be taken during school vacation periods.

School Attendance

Compulsory Education Law (O.C.G.A. 20-2-690.1) requires that every parent/guardian or other person who has control of any child between the ages of 6 and 16 shall enroll and send each child to school. All children enrolled for 20 calendar days or more in the public schools of Georgia prior to their seventh birthday shall become subject to the provisions of the compulsory school attendance law. State Board of Education policy defines the school year as 180 attendance days.

Excused and Unexcused Absences

Absence from school is classified as either excused or unexcused. Reasons established by the Georgia Board of Education as excused absences are set forth in these guidelines.

Acceptable excuses for absences include the following:

- Serious illness or hospitalization (Excessive/extended absences due to illness must be justified by a physician's statement).
- Serious illness or death of an immediate family member.
- Court orders or mandates.
- Special and recognized religious holidays.
- Doctor or dentist appointment.
- Conditions rendering attendance impossible or hazardous to student health or safety.
- Any other absence deemed to have merit based on the circumstances and approved by the principal and Superintendent.

A student whose parent or legal guardian is in military service in the U. S. armed forces or National Guard, and such parent has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting will be granted up to 5 days of excused absences per school year to visit with his or her parent prior to the parent's deployment or during the parent's leave. A student may be granted excused absences, up to 5 days per year for 2 school years, to attend military affairs sponsored events, if specific documentation is provided from the sponsor of the military event prior to absence.

The principal or his/her designee determines whether or not an absence is excused and may require supporting documentation from a doctor, dentist, etc. in order to make this determination.

NOTE: An excused absence does not mean that the student is given credit for being at school. It means that the student may make up work missed during the excused absence.

Excuses

It is the student's responsibility to bring excuses for absences. **Failure of the student to present an excuse within three (3) days shall result in an unexcused absence.** Documentation presented after three (3) days will not be considered. Any student found to have submitted an excuse falsely presented as being from a parent or guardian is subject to school discipline.

A student who demonstrates a pattern of excessive, unexcused absences is subject to the following course of action:

1. A student absent from school for three (3) consecutive days will receive a phone call from the office to determine the nature of the absence.
2. Any student absent from school for five (5) days will receive a letter informing the parents of the number of days absent.
3. When a student reaches ten (10) days absent, the student is subject to a hearing with the attendance officer, counselor, administrator, and parents. Parents must present written excuses for the excessive absences at the hearing to help determine if the absences are deemed excused.
4. When a student reaches fifteen (15) days absent, the student is subject to a hearing with the attendance officer, counselor, SRO, administrator, and parents. Efforts will be made to help the family resolve attendance problems. In cases where satisfactory resolution of attendance problems does not occur, the School Resource Officer, Chief Jimmy Towns, will file proceedings in juvenile and/or state court to ensure compliance with compulsory attendance laws.
 - ✓ Students who are out of school but are to be counted as present must have approval from the office. This may include class field trips, serving as a PAGE in the General Assembly, attending court proceedings relating to the student's foster care, and any other approved school-related activity.
 - ✓ If the absence is excused, the student will be allowed to make up work missed within five days.
 - ✓ Students are held responsible for all work missed as a result of absences. This is to include work missed while on a field trip or extracurricular activities.
 - ✓ It is the student's responsibility to meet with teachers about making up work within five school days.
 - ✓ Any pre-assigned tests or projects made prior to the absence are to be taken or turned in on the first day a student returns to school.

Any student missing fifteen (15) days or more days of school may be subject to being retained in his/her grade.

Excuse Procedures

1. Excuse notes and validated forms are given to the homeroom teacher.
2. Notes should include the following: student's name, date the excuse is written, date(s) of absence(s), reason for absence, document from doctor, etc., and signature of parent or legal guardian.
3. The attendance clerk records the absences/tardies as excused after appropriate documentation is provided.

Making up Missed Work

Students will be held responsible for all work missed as a result of absences. It is the student's responsibility to see the teacher about making up work. Students should complete make-up work missed within five (5) school days. Parents may pick up homework assignments in the school office. The teacher should be given adequate time to prepare homework assignments and materials.

Tardiness/Early Checkout

Tardy to School – Students are expected to arrive at school on time. The official school day begins at 8:00 a.m. and ends at 3:00 p.m. **A student will be considered tardy at 8:10 a.m.** The student who is tardy must report to the office to check in. A parent is expected to accompany the student to sign him/her in or provide a signed note explaining the tardiness. Ten or more tardies to school will result in immediate referral to the truancy officer and/or support agencies outside the school system such as law enforcement, the Department of Family and Children's Services (DFACS), juvenile court, or other agencies.

Excused Tardy – A tardy resulting from events beyond a student's control such as an accident, road closed, power outage, late bus, or other excuses determined by the principal or designee. Documentation is required to excuse a tardy.

Early Checkout – **Students who are not present for the entire school day from 8:00 a.m. – 3:00 p.m. miss instruction and assignments.** Parents should use discretion when checking students out before the end of the school day. Documentation is required to excuse an early dismissal. Records will be kept at each school to document the number of days a student misses due to early dismissal/signing out early. Excessive early check-outs may result in referral to the truancy officer.

Should early dismissal prior to 3:00 p.m. be necessary, the following steps must be followed:

- ✓ A parent or other adult designated on the registration form must sign out the student. Persons signing a student out of school may be asked to present identification for the student to be released.
- ✓ Parents should not expect the school to have the student waiting in the office to be picked up.
- ✓ Parents must allow enough time for the student to be summoned to the office.

Excused Early Checkout - verified emergency, serious illness, or death of immediate family, school- sponsored programs, orthodontist, medical appointment, etc. Records will be kept to document the number of days/classes a student misses due to early checkouts.

A student shall be counted present if he/she is in attendance at least one-half (1/2) of the school day. **Students will be counted absent if they leave before 12 noon or arrive at school after 12 noon.** Students will not be allowed to leave campus after arriving at school unless he/she presents a written excuse from parents.

Students in foster care will be counted present while attending court proceedings relating to their foster care.

Truant Student

A truant student is any student subject to compulsory attendance who during the school calendar year has more than five days of unexcused absences. Truancy laws can be applied to parents who provide inadequate supervision to ensure that their children are attending school.

Hospital Homebound

Instructional services available to students who are medically unable to attend school for a minimum of 10 consecutive days or intermittent periods of time throughout the school year, as documented by a licensed medical doctor.

Absences Due to Suspension

School days missed as a result of school suspension shall not count as unexcused days for the purpose of determining student truancy.

Yearly Perfect Attendance Guidelines

Full Year Perfect Attendance Award... What does this mean?

Each student that has perfect attendance for the entire year (180 school days) will qualify for the perfect attendance award. He/She has not missed anytime at school for any reason, excused or unexcused (every day and every minute the student was present and in attendance). The students will have their names placed into a drawing for prize, and will be recognized during the end of the school year award assembly.

SCHOOL HEALTH SERVICES INFORMATION

As the principal/principal designee/school nurse works with you this year, we need your assistance and cooperation in ensuring that your child has the appropriate immunizations and health records on file. This is necessary in preparing for the possibility that your child might become ill, need medication or have an injury during school hours.

Through working together, we can promote the health of your student and ensure they obtain the maximum educational benefit while at school. Please contact the school nurse if you have any questions or concerns.

Student Emergency/Safety Information

Please make corrections, sign, and return your student's Information Form. This information must be updated annually to enable us to contact you in case of an emergency. If any phone numbers or contact information changes, please contact the school office to update emergency contact numbers. If we cannot reach anyone, and medical treatment is deemed necessary, we will call the appropriate medical personnel or facility for help. Costs for medical treatment are the responsibility of the parents.

School and Health Records

Georgia Law requires that every student enrolled in a Georgia public school have the following information on file.

1. Student's Birth Certificate or an alternate document listed in the state enrollment rule
2. Student's Social Security Number (or Waiver)
3. Non-expired Certification of Immunizations (or Waiver)
4. Hearing, Vision, and Dental Examination Certificate

As student files are reviewed, parents are notified if their child's record is not on file. Students who do not provide the school with approved certificates/waivers will not be allowed to remain in school.

Records for transfer students must be received within two weeks of registration. After two weeks, a child without proper records will not be allowed to stay in school. Any student transferring into Taylor County Schools who has not received two doses of MMR vaccine will have two weeks to get the second MMR and provide the school with a new immunization record. Students must also show proof of receiving two doses of Varicella (chicken pox) vaccine or show proof of having had the disease.

Immunization Information

All students must be immunized against disease as specified by the Georgia Department of Human Resources, or have medical exemption or religious exemption on file at the school. For more information about Georgia's immunization program or the immunization requirements for school entry and attendance, please go to the Georgia Department of Public Health website: <http://dph.georgia.gov/immunization-section>

If your child's record is not up-to-date, you must begin the immunization process immediately.

Immunization Requirements for Sixth Grade

All currently enrolled children entering sixth grade on or after July 1, 2007, must meet the following requirements:

- 1) Two doses of Measles vaccine, two doses of Mumps vaccine, one dose of Rubella vaccine, or laboratory proof of immunity against each of these three diseases.
- 2) Two doses of Varicella (chicken pox) vaccine or documentation of disease or laboratory proof of immunity. An updated Varicella (chicken pox) immunization Form 3231 must be on file in the TCUES upon entering sixth grade. According to state law, a child will be withdrawn from school if the certificate of immunization has not been properly updated and filed in the TCUES office.

Administration of Medicine to Students

If a student must take medication at school, only the parent or the principal's designee may administer medication to students and only then in compliance with the following directives.

1. Prescribed medications will be administered by the school nurse or principal's designee, when needed, unless we have on file medical documentation for the student to self-administer epi-pens for allergies, inhalers for asthma, or diabetic supplies as part of a diabetes management plan.
2. **All over-the-counter, prescription, homeopathic and supplement medications must be in their original containers with unexpired dates and labeled in English.** Prescription medications must be clearly labeled with the physician's name, medication's name, strength, dosage, date, time for administration, and dispensing pharmacy.
3. A parent/legal guardian or other designated adult must bring their child's medication to school and deliver it to the proper teacher or the school nurse with a note authorizing administration.
4. Written instructions signed by the parent shall always be required and shall include the following:
 - student's name
 - name of medication to be taken
 - time to be taken
 - required dosage
 - list of possible side effects
 - termination date for administration of medication
 - any other information requested of the parent by the principal or principal's designee

Student Illness/Injury

The main reasons for keeping your student home from school are he/she is too sick to participate comfortably at school or might spread a contagious disease to other students. If your student has been **diagnosed with a contagious disease, please contact the school nurse** so that other student's parents and school staff may be alerted of the symptoms.

Reasons Your Child may be Sent Home from School

1. **Fever >100 degrees F or 37.8 degrees Celsius***

Student should stay home until there is NO FEVER for 24 hours WITHOUT MEDICATION. Call your doctor if the fever is with pain, rash, weakness, vomiting or diarrhea.

*(*Based on CDC Recommendations)*

2. **Vomiting or Diarrhea**

Student should stay home with ONE event of vomiting or watery diarrhea. Call your doctor if vomiting or diarrhea continues or with fever, rash, or weakness.

3. **Drainage from a wound, rash, eyes or nose**

Student should stay home with drainage from a wound, rash, or eyes. Call your doctor for treatment.

4. **Head Lice or Scabies**

Upon discovery of head lice in any form (lice, eggs, or egg cases), a student will be prohibited from attending school. The student should stay home until after treatment is complete and no lice or nits are present. Contact the health department or your doctor for treatment. The student must be cleared by the school nurse or a Georgia-licensed physician to return to school.

5. **Unexplained Rash**

Student should stay home with an unexplained rash. Call your doctor for treatment.

Your student may not return to school until he/she has been fever-free and symptom-free for ONE FULL school day (i.e., If your child goes home sick anytime during the school day on Monday, your child can not return to school until Wednesday.). When there is doubt in your mind about sending your student to school, consult your doctor. **Your school nurse or principal may ask for a "Release to Return to School" from your doctor before returning to school.** Please make sure that your student's school knows how to reach you during the day.

Accidents & Emergencies

If a child is seriously injured or becomes ill at school, we will make him/her as comfortable as possible and call the parent immediately. If the parent cannot be reached, we will attempt to contact someone at the emergency number listed on the registration form.

School Insurance

An accident insurance plan is available to students through the Taylor County School District. One plan covers students at school, both at school, as well as to and from school on the school bus. A twenty-four (24) hour coverage plan is also available. Forms may be accessed on our district website: <http://taylor.schooldesk.net>.

SAFETY INFORMATION

Disruption of Public Schools (O.C.G.A. 20-2-1181)

It shall be unlawful for any person to knowingly, intentionally, or recklessly disrupt or interfere with the operation of any public school, public school bus, or public school bus stop as designated by local school boards of education. Any person violating this Code section shall be guilty of a misdemeanor of a high and aggravated nature.

Emergency Preparedness Plan/Emergency Drills

Fire/evacuation, tornado, and safety drills are held on a regular basis. At the sound of the alarm, students are expected to file quietly and cooperatively out of the classroom to a predetermined area. Parents/guardians should remind their children that during an emergency drill, students must respond quietly and quickly and must follow the directions given by their teachers and administrators. Parents will not be allowed to check out students during an actual lockdown or weather event.

Failure to Leave Campus (O.C.G.A. 16-22-35)

Any person, who fails to leave the premises when requested to leave any school property and/or returns to any school property after being instructed by school staff or law enforcement to leave the property is considered trespassing and may face criminal prosecution of a misdemeanor of a high and aggravated nature.

Loitering on School Property (O.C.G.A. 20-2-1180)

It is unlawful for any person to remain within the school safety zone when that person does not have a legitimate cause or need to be present thereon. Students are not allowed to enter the premises of a school other than his/her school unless prior permission is received from an administrator of the school to be visited or unless the school is hosting a school-related function, such as an academic or athletic activity. A student may not enter or remain in any school building on weekends or after school hours without authorization or permission.

Student Emergency Safety Information

It is critical for the school to be able to contact parents/guardians at any time students are at school. The school must have the parents' current address and home, cellular, and business telephone numbers. Emergency contact persons and their telephone numbers are needed in case a parent cannot be reached. This information is required at the time of registration and whenever a change occurs with the parents'/guardians' address, telephone numbers, or emergency contact information.

Tobacco-Free Schools

School policy prohibits the use of all tobacco products everywhere (this includes e-cigarettes and similar items), by everyone, 24 hours per day, seven days per week on any school property.

Visitors/School Guest Sign-In Procedures – (O.C.G.A. § 20-2-1180)

Georgia law requires that visitors, with the exception of students, school system employees, law enforcement officers, or other public safety officials in the performance of an emergency call, shall sign in at the designated location, **as stated on posted signs** of any school building, between the official starting and dismissal times, and provide a reason for their presence at the school.

Note: The school administrator or designee shall have the authority to ask any visitor to explain his or her presence in the school at any time when the school is in official session. Any person who does not have legitimate need or cause to be on the premises or on school property and/or who fails to sign-in at the designated location may be in violation of Georgia law and upon investigation may face criminal prosecution of a misdemeanor of a high and aggravated nature.

Search and Seizure

Searches will be conducted using the following guidelines:

1. Searches may be conducted when there is reason to suspect that school rules have been violated or that the health, safety or welfare of students may be in danger. Searches of individual students may be conducted at any time when school employees have a reasonable suspicion that the student may have violated a law or school rule. A search of personal items may be made without the student being present.
2. Illegal items (firearms, weapons, and drugs) or other possessions reasonably determined to be a threat to the safety and security of others, or that might possibly interfere with school purposes, may be seized by school employees. **Students are advised not to pick up or handle any illegal items.** Touching or handling any contraband constitutes possession, even though the student does not own the item and did not bring it on school property.
3. Items that are used to disrupt or interfere with the educational process will be removed from a student's person.
4. Student book bags, desks and other school property may be subject to search without further notice to students or parents/guardians.

TRANSPORTATION INFORMATION

Procedures for Students Not Riding Buses

1. Students who do not ride the school bus should arrive at school no earlier than 7:30 a.m. Those who must arrive before that time are to go to the cafeteria and remain until 7:30 a.m.
2. In the morning, when dropping off students, please drive to the front of the building, pulling as close as possible to the East entrance before releasing your child. Parking in the front of the building is not allowed.
3. In the afternoon, vehicles are to line up around the main parking lot and proceed toward the front of the building. For safety reasons, please remain in your car/in line instead of parking and coming into the building to pick up your child. Parents are discouraged from gathering in the hallways to wait for students. **To save you time, please do not line up before 2:45 p.m.** All students should be picked up no later than 3:15 p.m.
4. **Parents should make every effort to let students know about any changes in their after-school routine before leaving home in the morning.** Please notify the school in writing if there is to be a change in your child's transportation. If no written notification is received, your child will follow his/her regular procedure for getting home.

Procedures for Students Riding Buses

1. Students who ride the bus in the morning must ride the bus home in the afternoon unless picked up by parents or unless they have **written permission** to do otherwise. Students must bring bus notes to the office in the morning for them to be authorized. If a child is to be picked up or needs to ride a different bus that day, a parent or guardian must call the office before 2:00 p.m. so that the message may be delivered. **Parents should try to make these arrangements before the child leaves home in the morning.**
2. The school bus is an extension of the classroom; therefore, students are bound by the same rules and regulations while riding on a school bus that they must observe while in the classroom. Students are expected to wait for the bus to come to a complete stop, board the bus quietly, sit in their designated seat, ride the bus quietly, keep their hands to themselves, and exit the bus quietly once it stops at the drop-off location.

3. **Students must realize that any misbehavior on the bus could result in an accident and endanger the lives of everyone on the bus. Riding the bus is a privilege.** Pupils are under the authority of the bus driver while being transported to and from school.

Bus Rules (Examples of Behavioral Expectations)

- Drivers will maintain a time schedule. Students must arrive on time at the bus stop. A bus will not wait for students who are late.
- While waiting for a bus, students must remain at the bus stop and stay off the road. Students must make sure the road is clear before crossing to or from the bus.
- Students must not attempt to board or exit from a school bus unless it has come to a full and complete stop.
- Students must not extend their hands, arms, head, or any other part of their body through the bus windows, nor stand in the door area of the bus.
- Students will depart from the bus only at regular stops. Drivers will give permission for dismissal at an alternate location only in cases of personal emergency or on written request of the principal or parent.
- Students may converse in a normal tone of voice. Loud, profane, or abusive language will not be tolerated. Students are to avoid unnecessary talking to the bus driver, especially when the bus is in motion.
- Students are not to throw objects in or out of the bus.
- Students must not open or close the bus windows, nor shall students operate any part of the bus, without the express permission of the bus driver.
- Students must cooperate in keeping their bus clean and must not damage the bus in any way. Students will be held responsible for any damage.
- Students must not eat or drink on the bus.
- Students must be courteous to the bus driver, fellow pupils, pedestrians, and others passing by at all times.
- Students are not allowed to bring dangerous objects on the bus.
- Students who repeatedly break bus rules may be subject to suspension from riding the bus for the remainder of the academic year.

The Taylor County School District reserves the right to suspend a student's privilege of riding the bus indefinitely. If this occurs, local school officials will determine if and when the student may ride the bus in the future.

If the bus stops at a house for three consecutive days and no one gets on the bus, the bus will no longer stop at that home unless the bus driver or director of transportation has been notified in advance.

ATHLETICS

Student Athletic Extracurricular Events Policy

1. All students attending and/or participating in athletic events and other extracurricular events are under the supervision of the principal and/or faculty.
2. Proper behavior of all students will be expected at athletic events and other extracurricular events.
3. Any student (Sixth graders participating in middle school) under suspension of any kind on the day of a game may not attend or participate in any athletic events and other extracurricular events.
***Participation for the remainder of season will be based on the severity of the infraction and the leadership team's decision.**

Student Eligibility (No Pass No Play)

1. Students (Sixth graders participating in middle school) participating in competitive interscholastic activities **shall pass three of four core academic subjects in the semester immediately preceding participation** to become eligible. These subjects shall carry credit toward grade promotion.
2. Summer school is an extension of the second semester of the school year; a maximum of two subjects may be counted for eligibility purposes.
3. Ineligible students are prohibited from participating in or dressing out for competitive interscholastic events, including practices.

Annual Physical Examination (Pre-participation Evaluation – PPE)

(Sixth graders participating in middle school)

Students must have a certificate of an annual physical examination on file at the school prior to participating in any athletic try-outs, practices, voluntary workouts or games that indicate the students are physically approved for participation.

(a) Physical examinations will be good for twelve (12) months from the date of the exam. **EXCEPTION:** Any physical examination taken on or after April 1 in the preceding year will be accepted for the entire next GHSA school year.

(b) The physical exam must be conducted by a licensed medical physician, doctor of Osteopathic medicine, nurse practitioner or a physician's assistant.

(c) The exam must be signed by an M.D., D.O., or by a Physician's Assistant, or an Advance Practice Nurse who has been delegated that task by an M.D., or D.O. (d) The GHSA requires that member schools use the latest edition of the pre-participation physical evaluation form approved by the American Academy of Pediatrics, et. al., found on the GHSA website.



STUDENT CODE OF CONDUCT BEHAVIOR PLAN INFORMATION

Taylor County Primary School

Your child is very special to us! In order to guarantee that all children benefit from the excellent learning environment they deserve, we require all children abide by certain rules. These rules apply during school hours, while students are being transported on buses and at bus stops, and during school-sponsored activities. We believe that all of our students can behave appropriately in the classroom and throughout the school. Therefore, we will tolerate no behavior that prevents teachers from teaching and/or students from learning.

The discipline of children in the classroom is a teacher's responsibility. However, serious or continuous misbehavior on the part of the student will result in referral to the office. Corporal punishment is used at Taylor County Primary School. This allows for minimal time spent out of the classroom, away from instruction. If you do NOT wish for your child to be paddled, please write a letter and send it to the office.

Our discipline program will be implemented through a point system. When a student breaks a rule and is assigned points, teachers will complete a behavior notice to send home. We ask that parents please sign and return these forms the following day to indicate that they have received notification of any points their child has accumulated. The point system will start over at each nine-week period.

Students will be responsible for taking these notices home, having them signed, and returning them to their homeroom teacher. A copy of the notice will be kept on file with the homeroom teacher. Teachers will keep track of points in a discipline folder. Based on the severity of the infraction, students will be written up on a discipline form and sent to the office.

There will be a grace period for students at TCPS at the beginning of the year, during which time the students will get accustomed to the system and how it works. We will keep track of points in the classroom during the first week(s) so the students will be aware of how the system will be implemented; however, the point system will truly begin to "count after one week for second grade students, and after two weeks for kindergartners and first grade students. We trust that all of our students will be working as hard as they can and doing their best during these weeks, and this grace period will be a constructive learning time. If an extreme situation arises during this grace period, the teacher and the administration will handle it accordingly.

Any faculty or staff member may assign points and write a discipline report. In cases of inappropriate behavior, the teacher will warn/conference with a student, contact parent, and/or take any other proactive action prior to making an office referral.

Points will be accumulated during each nine-week grading period with the following consequences:

- 15 Note sent home, possible parent/teacher conference, possible office referral
- 24 Note sent home required parent/teacher conference, office referral, possible corporal punishment
- 32 Note sent home, corporal punishment-suspension from all field trips, assemblies, programs, etc. for the remainder of the grading period
- 42+ Required parent/teacher/administrative conference – possible OSS – consequences will be determined on a case-by-case

***The severity of the infraction may alter the above consequences. The principal has the authority to suspend a student from school without following the steps listed above on the nature and severity of the offense.**

Discipline Point System

	Offense	Points Per Occurrence
1	Gum, Candy, Baseball Cards, Radios, etc. at school without permission	2
2	Running/Creating a disturbance in the building, in the hallways, classrooms, restrooms, cafeteria, on the sidewalks, etc. or anytime during arrival and dismissal	3
3	Use of Profanity (verbal or written, including drawings or notes)	5
4	Dishonesty (not telling the truth, forgery, altering signed papers, changing grades, purposely not delivering notes to parents, etc.)	8
5	Inappropriate behavior which causes disruption (being unkind to other students, failure to follow classroom or school rules, disruptive noises, rude/bad manners, disrespectful body language, racial slurs)	5*
6	Throwing sand, rocks, pine cones, etc.	5
7	Leaving a mess or any trash at your place at the table, playing with food, being disruptive or loud in the cafeteria, out of seat without permission	2
8	Defiance of authority, disrespect for adults	9
9	Taunting, teasing, provoking others	9
10	Bullying or harming others – Kicking, hitting, slapping, pinching, pushing, etc. (See Bullying Information)	9*
11	Spitting or Biting	9*
12	Out of classroom without permission or in an area of campus without permission	5
13	Misconduct or not obeying school rules during arrival or dismissal times (talking without permission, not keeping hands and feet to him/herself, inappropriate behavior in the hallways, etc.)	2
14	Inappropriate touching	9*
15	Cheating- automatic zero grade	9
16	Gross misconduct (fighting or intentionally injuring another student, stealing, etc.)	9*
17	Irresponsibility: Failure to return signed papers; failure to be prepared for class with textbooks, paper, and pencil, failure to return notes signed by parents	2
18	Defacing or destroying property (school property or property of another student) May be required to replace or pay for damaged property	5
19	Possession of weapons	10*
20	Threats – Possible Out-of-School Suspension (depending on severity)	10*
21	Repeated Fighting – Possible Out-of-School Suspension	15*

*Points are based on the severity of the offense.

Taylor County Upper Elementary School

Progressive Discipline Procedures

When it is necessary to impose discipline, school administrators and teachers will follow an **age-appropriate progressive discipline process**. The degree of discipline to be imposed by each school official will be in proportion to the severity of the behavior of a particular student and will take into account the student's discipline history, the age and developmental level of the student, and other relevant factors. Students should adhere to the following rules at all times:

1. Be Respectful

- a. Speak respectfully to adults and peers
- b. Name calling and picking on others is not allowed
- c. Use school appropriate language

2. Be Responsible

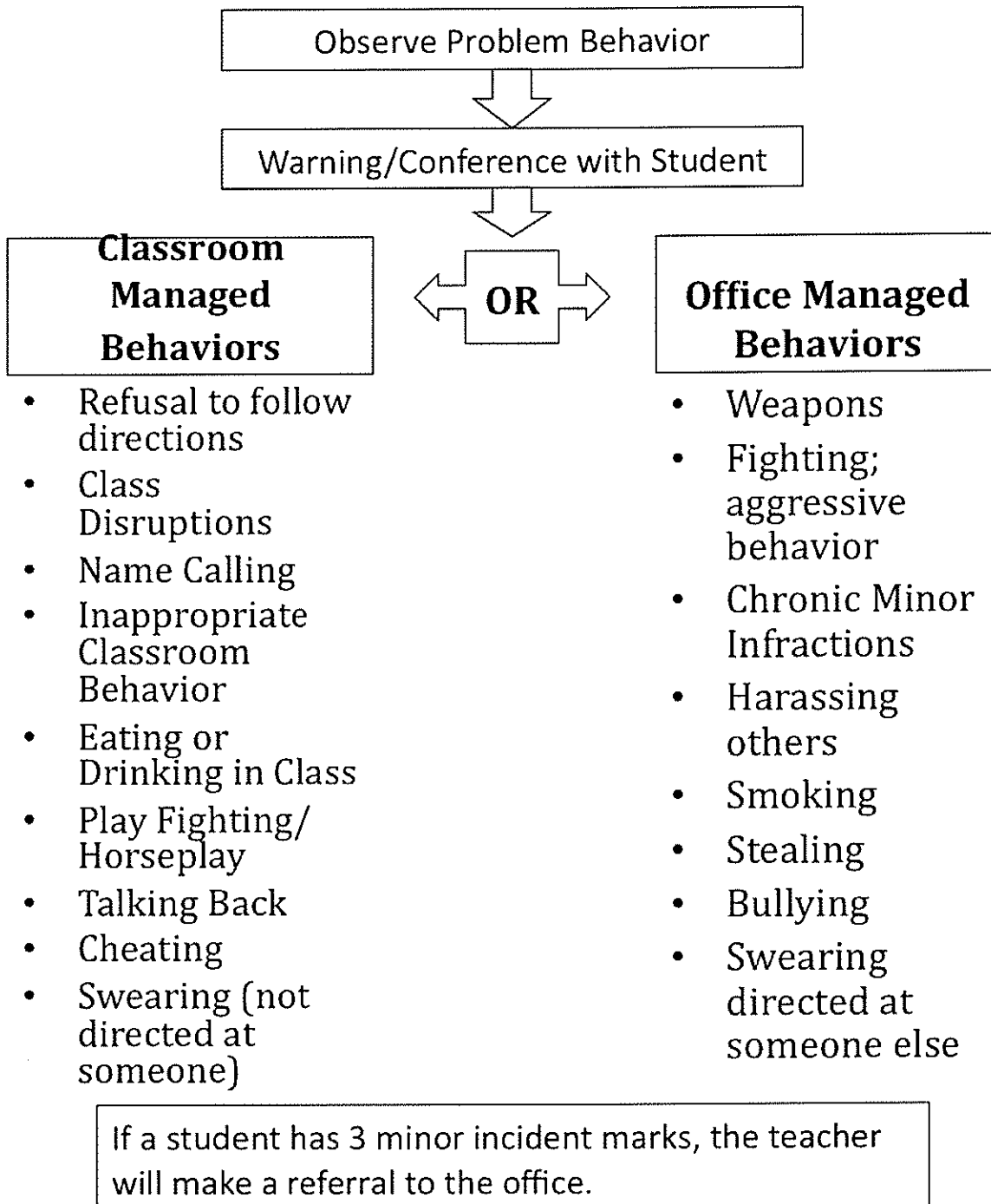
- a. Keep hands, feet, and objects to yourself
- b. Do your own work
- c. Behave appropriately in the classroom

3. Be Ready to Learn

- a. Follow Directions
- b. Be in the right place at the right time
- c. Pay attention in class

The Code of Conduct provides a systematic process of behavioral correction in which inappropriate behaviors are followed by consequences. Disciplinary actions are designed to teach students self-discipline and to help them substitute inappropriate behaviors with more acceptable choices. Teachers will follow the protocol in the *TCUES Discipline Flowchart* to correct inappropriate behaviors.

TCUES Discipline Flowchart



Minor acts of misconduct are those that interfere with orderly school procedures, school functions, extracurricular programs, approved transportation, or the student’s learning process. Minor acts of misconduct fall under the **Classroom Managed Behaviors**. A teacher may use consequences from this list or any other appropriate consequence in addition to the first and second marks in the folder.

- Conference with student
- Alternative seating
- Loss of privilege
- Time out in classroom
- Time out in another classroom
- Silent lunch
- Parent contact/conference
- Administrator contact/conference
- Practice of desired behavior

<p>TCUES Consequences Protocol For Classroom Managed Behaviors</p>
<p>1.Warning/Conference with student 2.Student marks first mark for behavior in folder 3.Student marks second mark in folder and takes home a Think Sheet to be signed by parent or guardian 4.Student marks third mark in folder and receives an office referral</p>

Intermediate acts of misconduct require administrative intervention. These acts fall under the **Office Managed Behaviors**. These behaviors include, but are not limited to, repeated, unrelated acts of minor misconduct and misbehaviors directed against persons or property, but which do not seriously endanger the health, safety, or well-being of others. Consideration of necessary behavior support services should be given if not already provided. Consequences for intermediate acts of misconduct include but are not limited to the following:

- Student participation in conference with parent/guardian, teacher, and/or administrator
- Restriction from school programs or other activities
- Time out in administrator’s office
- In-school suspension
- Out-of-school suspension for up to three days
- Participation in the cleaning/repair of any damage caused to the school-related environment

- Financial restitution for the repair of any damage caused to the school-related environment
- Development of an action plan or contract
- Detention
- Referral to counselor and /or SRO
- Any other disciplinary technique that positively promotes the student code of conduct and desired character trait(s)

Serious acts of misconduct require administrative intervention and may require use of outside agencies and/or law enforcement. These offenses fall under the ***Office Managed Behaviors***. These behaviors include, but are not limited to, repeated misbehavior that is similar in nature, serious disruptions of the school environment, threats to health, safety, or well-being of others, or property. Because serious acts of misconduct may result in placement in a separate alternative educational program or expulsion, students have benefit of due process, such as the Disciplinary Tribunal, the procedural safeguards and other requirements identified in the 1997 Federal Individuals with Disabilities Education Act and the Georgia Board of Education's Special Education Rules. Penalties for serious acts of misconduct include, but are not limited to, the following:

- Restriction from school programs and/or other activities
- In-school suspension
- Out-of-school suspension for up to ten days
- Corporal Punishment
- Participation in the cleaning/repair of any damage caused to the school-related environment
- Financial restitution for the repair of any damage caused to the school-related environment
- Placement in a separate alternative educational program
- Expulsion

***Students are also subject to school discipline for any OFF-CAMPUS misconduct, which could result in the student being criminally charged and which makes the student's continued presence at school a potential danger to persons or property at the school or which disrupts the educational process.

Discipline Matrix

Incident Code & Definition	Levels	Infraction Definitions by Level
(02)Arson Unlawful and intentional damage or attempted damage to any real or personal property by fire or incendiary devices. (Note: Possession of fireworks or incendiary devices must be reported as "Possession of Unapproved Items". Use of such items should be reported as Arson.)	1	N/A
	2	Attempt to commit arson or use of matches, lighters or incendiary devices at school; includes but not limited to the use of fireworks
	3	Intentional damage as a result of arson-related activity or the use of an incendiary device
(03)Battery Intentional touching or striking of another person to intentionally cause bodily harm. (Note: The key difference between battery and fighting is that fighting involves mutual participation.)	1	Intentional physical attack with the intent to cause bodily harm resulting in no bodily injuries
	2	Intentional physical attack with the intent to cause bodily harm resulting in mild or moderate bodily injuries
	3	Intentional physical attack with the intent to cause bodily harm resulting in severe injuries or any physical attack on school personnel; Level 3 may be used for students that violate the school policy on battery three or more times during the same school year
(05)Computer Trespass 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	1	N/A
	2	Unauthorized use of school computer for anything other than instructional purposes
	3	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.
(06)Disorderly Conduct Any act that substantially 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. (Includes disruptive behaviors on school buses)	1	Creating or contributing to a moderate disturbance that substantially disrupts the normal operation of the school environment but doesn't pose a threat to the health or safety of others
	2	Creating or contributing to a severe disturbance that substantially disrupts the normal operation of the school environment but doesn't pose a threat to the health or safety of others; may represent a repeat action
	3	Creating or contributing to a severe disturbance that substantially disrupts the school environment or poses a threat to the health and safety of 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

(07)Drugs, Except Alcohol and Tobacco 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	1	Unintentional possession of prescribed or over the counter medication. Does not include the possession of narcotics or any illegal drugs
	2	Any medication prescribed to a student or purchased over-the-counter and not brought to the office upon arrival to school
	3	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
(08)Fighting Mutual participation in a fight involving physical violence where there is no one main offender and intent to harm (Note: The key difference between fighting and battery is that fighting involves mutual participation.)	1	A physical confrontation between two or more students with the intent to harm resulting in no bodily injuries
	2	A physical confrontation between two or more students with the intent to harm resulting in mild or moderate bodily injuries
	3	A physical confrontation between two or more students with the intent to harm resulting in severe bodily injuries. Level 3 may be used for students that violate the school policy on fighting three or more times during the same school year.
(11)Larceny/Theft 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.)	1	The unlawful taking of property belonging to another person or entity that does not belong to the student with a value between \$25 and \$100
	2	The unlawful taking of property belonging to another person or entity that does not belong to the student with a value between \$100 and \$250
	3	The unlawful taking of property belonging to another person or entity that does not belong to the student with a value exceeding \$250. Level 3 may be used for students that violate the school policy on larceny/theft three or more times during the same school year
(14)Sexual Battery Touching or contacting the private body parts of another person either through human contact or an object against the person's will or where the victim did not or is incapable of giving consent.	1	N/A
	2	N/A
	3	Touching or contacting the private body parts of another person either through human contact or an object against the person's will or where the victim did not or is incapable of giving consent.
(15)Sexual Harassment 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	1	Comments that perpetuate gender stereotypes or suggestive jokes that are not directed towards specific individuals
	2	Comments that perpetuate gender stereotypes, suggestive jokes or lewd gestures that are directed towards specific individuals or group of individuals
	3	Physical or non-physical sexual advances; requests for sexual favors; Level 3 may be used for students that violate the school policy on sexual harassment three or more times during the same school year.

(16)Sex Offenses Unlawful sexual behavior, sexual contact without force or threat of force, or possession of sexually explicit images; can be consensual	1	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
	2	Inappropriate sexually-based behavior including but not limited to sexting, lewd behavior, possession of pornographic materials; simulated sex acts
	3	Engaging in sexual activities on school grounds or during school activities
(17)Threat/Intimidation Any threat through written or verbal language or act which creates a fear of harm and/or conveys a serious expression of intent to harm or violence without displaying a weapon and without subjecting the victim to actual physical attack	1	N/A
	2	Physical, verbal or electronic threat which creates fear of harm without displaying a weapon or subjecting victims to physical attack
	3	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.
(18)Tobacco Possession, use, distribution, or sale of tobacco products on school grounds, at school-sponsored events, and on transportation to and from school	1	Unintentional possession of tobacco products
	2	Use of or knowledgeable possession of tobacco products
	3	Distribution and/or selling of tobacco products; Level 3 may be used for students that violate the school policy on tobacco three or more times during the same school year.
(19)Trespassing Entering or remaining on a public school campus or school board facility without authorization or invitation and with no lawful purpose for entry. (Note: The key difference between Trespassing and Breaking & Entering-Burglary is that Trespassing does not include forceful entry into the school building.)	1	N/A
	2	Entering or remaining on school grounds or facilities without authorization and with no lawful purpose
	3	Entering or 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.
(20)Vandalism The willful and/or malicious destruction, damage, or defacement of public or private property without consent	1	N/A
	2	Participating in the minor destruction, damage or defacement of school property or private property without permission
	3	Participation in the willful/malicious destruction, damage or defacement of school property or private property without permission; Level 3 may be used for students that violate the school policy on vandalism three or more times during the same school year.

(22) Weapons – Knife The possession, use, or intention to use any type of knife	1	Unintentional possession of a knife or knifelike item without intent to harm or intimidate
	2	Intentional possession of a knife or knife-like item without intent to harm or intimidate
	3	Intentional possession, use or intention to use a knife or knife-like item with the intent to harm or intimidate
(23) Weapons – Other The possession, use, or intention to use any instrument or object that is used or intended to be used in a manner that may inflict bodily harm (does not include knives or firearms)	1	N/A
	2	Unintentional possession of a weapon, other than a knife or firearm, or simile of a weapon that could produce bodily harm or fear of harm
	3	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
(24) Other Incident for a State-Reported Discipline Action Any other discipline incident for which a student is administered corporal punishment, detention, in-school or out-of-school suspension, expelled, suspended for riding the bus, assigned to an alternative school, referred to court or juvenile system authorities, or removed from class at the teacher's request (pursuant to O.C.G.A. 20-2- 738)	1	Any other discipline incident for which a student is administered corporal punishment, detention, in-school or out-of-school suspension, expelled, suspended for riding the bus, assigned to an alternative school, referred to court or juvenile system authorities, or removed from class at the teacher's request (pursuant to O.C.G.A. 20-2- 738)
	2	Level 2 should be used for students who display a pattern of violating local school policies not listed among the state incident types.
	3	N/A
(25) Weapons – Handgun 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]	1	N/A
	2	N/A
	3	Intentional or unintentional possession or use of a handgun in a manner that could produce bodily harm or fear of harm
(26) Weapons – Rifle/Shotgun 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	1	N/A
	2	N/A
	3	Intentional or unintentional possession or use of a rifle or shotgun in a manner that could produce bodily harm or fear of harm

each single pull of the trigger. [Pursuant to Gun-Free Schools Act - Public Law 107-110, Section 4141]		
(27)Serious Bodily Injury 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.	1	N/A
	2	N/A
	3	Infliction of "bodily harm" that dismembers, disfigures, causes permanent loss of a limb or function of an organ and causes substantial risk of death
(28)Other Firearms 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]	1	N/A
	2	N/A
	3	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
(29)Bullying A pattern of behavior, which may include written, verbal, physical acts, or through a computer, computer system, computer network, or other electronic technology occurring on school property, on school vehicles, at designated school bus stops, or at school related functions that is so	1	First Offense of bullying as defined in Georgia Code Section 20-2-751.4
	2	Second incident of bullying as defined in Georgia Code Section 20-2-751.4
	3	Repeated acts, as defined in Georgia Code Section 20-2-751.4, occurring on school property or school possession that is a willful attempt or threat to inflict injury, or apparent means to do so, any display of force that puts victim at fear of harm, any written,

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 or visibly bodily harm		verbal or physical act that threatens, harasses, or intimidates; causes another person physical harm; interferes with a student's education; so severe and pervasive intimidated or threatens educational environment.
(30)Other – Attendance Related 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	1	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
	2	N/A
	3	N/A
(31)Other – Dress Code Violation Violation of school dress code that includes standards for appropriate school attire	1	Non-invasive and non-suggestive clothing, jewelry, book bags or other articles of personal appearance.
	2	Invasive or suggestive clothing, jewelry, book bags or other articles of personal appearance.
	3	Invasive or suggestive clothing, jewelry, book bags or other articles of personal appearance. Level 3 may be used for students that violate the school dress code policy three or more times during the same school year.
(32)Academic Dishonesty Receiving or providing unauthorized assistance on classroom projects, assignments or exams	1	Intentional receiving or providing of unauthorized assistance on classroom projects, assessments and assignments
	2	Intentional plagiarism or cheating on a minor classroom assignment or project
	3	Intentional plagiarism or cheating on a major exam, statewide assessment or project or the falsification of school records (including forgery)
(33)Other – Student Incivility Insubordination or disrespect to staff members or other students; includes but is not limited to refusal to follow school staff member instructions, use of vulgar or inappropriate language, and misrepresentation of the truth	1	Failure to comply with instructions or the inadvertent use of inappropriate language..
	2	Blatant insubordination or the use of inappropriate language directed towards school staff or peers; intentional misrepresentation of the truth
	3	Blatant and repeated insubordination or intentional misrepresentation of the truth; Level 3 should be used for students who display a pattern of violating the school policy related to student incivility
(34)Other – Possession of Unapproved Items 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.)	1	The possession of any unauthorized item. Does not include the possession of fireworks, matches, toy weapons, or other items that can be construed as dangerous
	2	The use of the any unauthorized item (i.e. toys, mobile devices, or gadgets). Does not include the possession of fireworks, matches, toy weapons, or other items that can be construed as dangerous
	3	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.
(35)Gang-Related 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)	1	N/A
	2	Wearing or possessing gang-related apparel; communicating either verbally or nonverbally to convey membership or affiliation with a gang
	3	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.
(36)Repeated Offenses Collection of offenses not previously assigned a state reportable action that occurs on a single or across multiple school days that leads to a state reportable disciplinary action	1	Collection of minor incidents
	2	Collection of moderate incidents
	3	Collection of severe incidents

DRESS CODE FOR STUDENTS

Taylor County Primary and Upper Elementary School students are expected to dress and be groomed in such a way as to reflect neatness, cleanliness, and good taste. Students dressed inappropriately can have a negative influence on the educational process and the educational climate of the school. Students who come to school in violation of the dress code will be asked to change their clothing.

1. Any clothing that may distract or cause disruption in the educational program or orderly operation of the school will not be allowed. Clothing should cover the body and undergarments appropriately.
2. Sagging or baggy pants are not allowed. The waist of pants must be worn above the hip and fit snugly around the waistline. Students will not be permitted to wear pants that sag or expose undergarments.
3. Clothing with inappropriate advertising or statements that are lewd, offensive, vulgar, obscene or inflammatory will not be permitted. Clothing with alcoholic, tobacco, gang, or drug references are not allowed.
4. Clothing which shows cleavage is not allowed. Muscle shirts, bare midriff blouses, cropped tops, fishnet tops, spaghetti strap shirts, and see-through/flesh-tone/form-fitting clothing are not allowed.
5. Dresses/skirts/skortts/shorts should extend past the wearer's fingertips. The administration will determine appropriateness of these clothing items on a case-by-case basis, if needed.
6. Tights, leggings, and jeggings must be worn with a top that is fingertip length or longer.
7. Bedroom clothing, bedroom shoes, and clothing resembling pajamas will not be allowed in school.
8. Beachwear is not allowed.
9. Headgear of any kind (hats, hoods, sweatbands, bandanas, hair combs/hair picks, sunglasses) must not be worn in the building, including hallways.
10. Jeans or clothing with cuts or holes is not allowed.
11. Overalls must be buttoned and all straps must be fastened.
12. Appropriate shoes must be worn at all times. Athletic shoes or closed shoes with a rubber sole must be worn for Physical Education.
13. Students may wear shirts that are of a reasonable length without tucking. If the shirt is too long or is intended to cover sagging pants, the student will be required to tuck the shirt into the pants. Appropriateness of shirt length will be subject to the administration's discretion.

Any member of the faculty and staff has the authority to determine whether a student's dress is within requirements of the dress code. The school reserves the right to determine the appropriateness of clothing based on the age and maturity of the child. Administrative decisions on dress code violations are final. Parents should see that clothing is suitable for weather conditions and not such that a child might have to be sent home to change because of being inappropriately dressed for school.

TAYLOR COUNTY PRIMARY SCHOOL
AND
TAYLOR COUNTY UPPER ELEMENTARY SCHOOL

**PARENT/GUARDIAN/STUDENT ACKNOWLEDGEMENT FORM
2019-2020**

***** Please initial each blank and return to your child's homeroom teacher.**

PARENT/STUDENT HANDBOOK

_____ My child and I have read, discussed, and understand the contents of the Taylor County Upper Elementary School Parent/Student Handbook.

ACCEPTABLE USE AGREEMENT

_____ I (student) have read the TCSD Acceptable Use Agreement and agree to comply with the terms of the agreement.

_____ As the parent or guardian of this student, I have read the STANDARDS FOR ACCEPTABLE USE AND SUPPORT OF THE TAYLOR COUNTY SCHOOL DISTRICT (TCSD) NETWORK, INTERNET, AND INTRANET. I understand that access to the Network and Internet is designed for educational purposes and that my student's school and TCSD have taken precautions to control controversial material. However, I also recognize it is impossible to restrict access to all such materials, and I will not hold the school or TCSD responsible for materials acquired, viewed, or transmitted on the Network or Internet. Further, I accept full responsibility for supervision of my student's Internet access when he/she is not in a school setting. I understand that any violation may revoke his/her access privileges or invoke disciplinary action and/or appropriate legal action.

INTERNET USE

_____ I give permission for my child to access information on the Internet. I understand and agree that the misuse of this privilege by my child will terminate his/her access to the Internet.

IMAGE RELEASE

_____ I release and discharge the school and all persons acting with its permission and authority, from any liability by virtue of use of photographs so long as they are used for an educational purpose by the school.

_____ I **DO NOT** give permission for my student's photograph to be used for an educational purpose by the school.

DISCIPLINE PLAN AND STUDENT CODE OF CONDUCT

_____ My child and I have read, discussed, and understand the Discipline Plan and Student Code of Conduct. We will support the school's effort to provide a structured learning environment by following the policies described within the handbook.

HOME-SCHOOL BUS RIDER AGREEMENT

_____ My student and I have read and discussed the procedures for students for riding school buses. We realize that this service is offered as a convenience to both of us. As a result, we agree that following the rules is important.

_____	_____	_____
Student Name (Print)	Student Name (Signature)	Date
_____	_____	_____
Parent/Guardian (Print)	Parent/Guardian (Signature)	Date

Note: Parent/Guardian contact will be made informing...

- ❖ At all levels, a notice will be sent home and/or a phone contact will be made informing parents or guardians of violations of our Code of Conduct. Parental conferences may also be necessary at various times during the year to help modify behavior.
- ❖ Whenever deemed appropriate, counselors/social workers, outside agencies, and/or law enforcement officials may be brought into the process.