

WEST LAURENS MIDDLE SCHOOL



STUDENT HANDBOOK

Mr. Reed Waldrep
PRINCIPAL

West Laurens Middle School
879 Honeysuckle Road
DUBLIN, GEORGIA 31021
TELEPHONE: 478-272-8452
FAX: 478-609-2202

THIS AGENDA BELONGS TO:

NAME: _____

GRADE: _____ **HOMEROOM TEACHER:** _____

The faculty and staff of West Laurens Middle School (WLMS) welcome you to our 2022-23 school year.

This student handbook is designed to help our parents and students to understand procedures and guidelines at WLMS. In an effort to make our school a safe and orderly environment, we must minimize discipline problems and spend the majority of our time in the pursuit of academic excellence. We will help do our part by enforcing a fair, firm, and consistent discipline plan. We ask that parents help by reviewing and supporting this plan.

We will continue our Positive Behavioral Interventions and Support (PBIS) plan here at WLMS. PBIS is an organizing framework for schools to determine how they want to operate as a community. Positive behaviors and expectations will be taught consistently while problem behaviors will be corrected continually. We have had huge success during our implementation of PBIS with a significant decrease in office referrals and look forward to continued improvement in the years to come as we all work together in teaching and modeling our expectations and having a consistent correction plan in place as needed.

Together, we will make this a great school year!

West Laurens Middle School

2022-2023 Student Handbook

TABLE OF CONTENTS

Academic Calendar.....	4
Administration / Office Staff	5
LCBOE Mission and Vision Statements.....	6
Laurens County Schools District Leadership & School Contacts	7
WLMS Mission and Vision Statements.....	8
Federal Law Discrimination and Preface	8
Administrative Greetings	9
 <u>PART I - SCHOOL PROCEDURES</u>	 10
West Laurens Middle School General Operating Procedures	10
Parent's Right to Know / Teacher Qualifications	20
Family Educational Rights and Privacy Act: Parent Notice	21
Parent Notice of PPRA Rights	22
 <u>PART II - DISCIPLINARY CODE OF CONDUCT FOR STUDENTS</u>	 25
Definitions.....	29
Office Disciplinary Referral Consequences	32
Rules of Conduct and Consequences for Inappropriate Behavior	34
Dress Code	35
 <u>PART III - BUS PROCEDURES</u>	 43
 <u>APPENDICES</u>	
Student Health Information	45
Parent Notification including IDEA, Section 504, Title I, II, VI and IX	48
Statement of Nondiscrimination	54
Attendance Policy – State of Georgia and Laurens County	55
Acceptable Use Policy Internet/E-mail/WAN/LAN	58
Acceptable Use Policy Agreement Form	61
Student/Parent Policy Acknowledgement	62
Club Refusal to Participate Form	63

Laurens County School District

2022-2023 School Calendar

July 2022					August 2022						
M	T	W	T	F	M	T	W	T	F		
				1	1	2	3	4	5		
4	5	6	7	8	8	9	10	11	12	August 1-8, 2022 Teachers Pre-Planning Days	
11	12	13	14	15	15	16	17	18	19	August 9, 2022 First Day for Students	
18	19	20	21	22	22	23	24	25	26	September 5, 2022 Labor Day Holiday	
25	26	27	28	29	29	30	31			October 10, 2022 Columbus Day Holiday	
										November 21-25, 2022 Thanksgiving Holidays	
September 2022					October 2022					December 16, 2022 Half Day for Students and Staff	
M	T	W	T	F	M	T	W	T	F	December 19-Jan 2 Christmas Holidays	
			1	2	3	4	5	6	7	January 3-4, 2023 Teacher In-Service	
5	6	7	8	9	10	11	12	13	14	January 5, 2023 First Day 2nd Semester	
12	13	14	15	16	17	18	19	20	21	January 16, 2023 MLK, Jr. Holiday	
19	20	21	22	23	24	25	26	27	28	February 20, 2023 President's Day Holiday	
26	27	28	29	30	31					April 3-7, 2023 Spring Break Holidays	
										May 24, 2023 Last Day of School & Half Day for Students only	
November 2022					December 2022					May 25-26, 2023 Teachers Post Planning Day	
M	T	W	T	F	M	T	W	T	F	May 26, 2023 ELHS Graduation	
	1	2	3	4				1	2	May 27, 2023 WLHS Graduation	
7	8	9	10	11	5	6	7	8	9	May 29, 2023 Memorial Day Holiday	
14	15	16	17	18	12	13	14	15	16	<div>Laurens County School District 467 Firetower Road Dublin, Georgia 31021 Telephone: (478) 272-4767 Fax: (478) 277-2619 www.lcboe.net</div>	
21	22	23	24	25	19	20	21	22	23		
28	29	30			26	27	28	29	30		
January 2023					February 2023						
M	T	W	T	F	M	T	W	T	F		
2	3	4	5	6			1	2	3		
9	10	11	12	13	6	7	8	9	10		
16	17	18	19	20	13	14	15	16	17		
23	24	25	26	27	20	21	22	23	24		
30	31				27	28					
March 2023					April 2023						
M	T	W	T	F	M	T	W	T	F		
		1	2	3	3	4	5	6	7		
6	7	8	9	10	10	11	12	13	14		
13	14	15	16	17	17	18	19	20	21		
20	21	22	23	24	24	25	26	27	28		
27	28	29	30	31							
May 2023					June 2023					Beginning of Semester	
M	T	W	T	F	M	T	W	T	F	Pre & Post Planning Days	
1	2	3	4	5				1	2	Staff & Student Holidays	
8	9	10	11	12	5	6	7	8	9	End of Semester	
15	16	17	18	19	12	13	14	15	16		
22	23	24	25	26	19	20	21	22	23		
29	30	31			26	27	28	29	30		

Mr. Clifford Garnto, Superintendent



2022-2023 ADMINISTRATION & OFFICE STAFF

Administration:

Mr. Reed Waldrep,
Principal

Dr. Garrett Cannon,
Assistant Principal

Mrs. Rosalyn Wiley-Tobler,
Assistant Principal

Secretaries:

Mrs. Beth Martin,
Administrative Assistant

Mrs. Merisa Austin-Stanley,
Finances

Mrs. Marci Baggett,
Registrar

Guidance Counselors:

Mrs. Amy Fulford-Johnson,
(6th Grade & A-M 8th Grade)

Mrs. Sheila Conyers,
(7th Grade & N-Z 8th Grade)

Instructional Coach

Mrs. Glenda Thompson

Special Education Chair

Ms. Lanetha Johnson

Media Specialist:

Mrs. Debi Nichols

Athletic Director

Coach Vic Thigpen

Resource Officer:

Deputy Steve Vertin, SRO

School Nurse:

Mrs. Nikki Dykes

School Phone:

(478) 272-8452

Fax Number:

(478) 609-2202

School Address:

West Laurens Middle School
879 Honeysuckle Road
Dublin, Georgia 31021

Official Hours:

7:30AM - 4:00PM – Office Hours
8:05AM – 3:05PM – School Hours

School Website:

www.wlms.lcboe.net

School Colors/Mascot:

Blue and White / Raiders

LCBOE Vision Statement:

Laurens County Schools are **student-centered** communities of learners that challenge students to become independent critical thinkers, problem solvers, and contributing citizens.

LCBOE Mission Statement:

Rigor, Relevance, Relationships ...

Every Teacher, Every Student, Every Day.

LCBOE Vision Beliefs:

1. Students should be the focus of all decisions.
2. All students deserve a safe, orderly, and nurturing learning environment.
3. All students are capable of learning and succeeding.
4. Student engagement is necessary for learning.
5. Learning should be relevant, rigorous, and student centered.
6. Parental involvement is a key component in the educational process.
7. Schools and communities must have a mutually supportive and respectful relationship.
8. The classroom teacher is the catalyst for learning and is an important factor for student achievement.
9. Schools provide tools and skills for successful lives.
10. Effective school systems adapt to change in a positive, productive manner and view improvement as a continual process.

Laurens County Schools District Leadership & School Contacts

Mr. Clifford Garnto, *Superintendent*
 Dr. Ronda Hightower, *Associate Superintendent*
 Mr. Tim Passmore, *Associate Superintendent*
 Dr. O.J. Hall, *Associate Superintendent*
 Mrs. Mary McCollough, *Finance Director*
 Mrs. Julie Dyar, *Federal Programs and Assessment Director*
 Mr. Randy Gay, *CTAE Director/504 Coordinator*
 Ms. Stacey Sanders, *Special Education Director*
 Mrs. Marquita Timmons, *LMSW, Social Worker – West, Homeless Liaison*
 Mrs. Summer Faulk, *Social Worker – East, Foster Care Liaison*
 Mrs. Donna Sapp, *School Nutrition Director*
 Mr. McKinley Kemp, *Maintenance Director*
 Mr. Lance Smith, *Technology Director*
 Mr. Jeff Clayton, *System Athletic Director*
 Mr. Greg Pauldo, *Transportation Director*

East Laurens Primary *

Mrs. Janelle Butler, *Principal*
 950 Highway 80 East
 East Dublin, GA 31027
 478-272-4440

Northwest Laurens Elementary

Mr. Jeffery Dean, *Principal*
 3330 Highway 80 East
 Dudley, GA 31022
 478-676-3475

East Laurens Elementary *

Mrs. Kelly Dean, *Principal*
 960 Highway 80 East
 East Dublin, GA 31027
 478-272-8612

Southwest Laurens Elementary *

Mr. Edwin Bland, *Principal*
 1799 Highway 117
 Rentz, Georgia 31075
 478-984-4276

East Laurens Middle School *

Dr. James Lawhorn, *Principal*
 930 Highway 80 East
 East Dublin, GA 31027
 478-272-1201

West Laurens Middle School *

Mr. Reed Waldrep, *Principal*
 879 Honeysuckle Road
 Dublin, GA 31021
 478-272-8452

East Laurens High School*

Dr. Lee Collins, *Principal*
 1010 Highway 80 East
 East Dublin, GA 31027
 478-272-3144

West Laurens High School

Dr. Dewana Kemp, *Principal*
 3692 Highway 257
 Dexter, GA 31019
 478-875-1000

**Title I, Part A (Title I) of the Elementary and Secondary Education Act, as amended (ESSA) provides financial assistance to local educational agencies (LEAs) and schools with high numbers or high percentages of children from low-income families to help ensure that all children meet challenging state academic standards.*

WLMS Mission Statement:

Rigor, Relevance, Relationships...Every Student, Every Teacher, Every Day.

WLMS Vision Statement:

Laurens County Schools are student-centered communities of learners that challenge students to become independent critical thinkers, problem solvers, and contributing citizens.

***Note: This year's 2022-23 Student Handbook SUPERSEDES all other Student Handbooks.**

Federal Law prohibits discrimination on the basis of race, color, or national origin (Title VI of the Civil Rights Act of 1964); sex (Title IX of the Educational Amendments of 1972 and the Carl D. Perkins Vocational and Applied Technology Ed Act of 1990); or disability (Section 504 of the Rehabilitation Act of 1973 and The Americans with Disabilities Act of 1990) in educational programs or activities receiving federal financial assistance.

Employees, students, and the general public are hereby notified that the Laurens County Board of Education and West Laurens Middle School do not discriminate in any educational program or activities or in employment policies.

Handbook Committee: Elizabeth Batchelor, Dr. Garrett Cannon, Lori Kemp, Dr. Malissa Kinchen, Shay King, Kellie Manley, Shannon Spires, Rosalyn Tobler and Reed Waldrep

Preface

EFFECT OF STUDENT HANDBOOK

The policies, rules and regulations shown in the WLMS School Handbook are regulatory in nature and are not to be construed to give rise to any substantive or vested rights. The board of education, the superintendent, and the principal reserve the right to amend, suspend, repeal, modify, or revoke the policies, rules, and regulations at any time as to any student or related person without incurring any obligation with respect to the old or existing policy, rule, regulation, or administrative procedure.

The ultimate administrative responsibility for WLMS is vested in the principal who must treat each situation, whether disciplinary or administrative, from the perspective of what is in the best interest of the individual student concerned, the other students in the school, and the ongoing education mission of the school and of the Laurens County School System.

From the Principal's Desk

Hello WLMS Students and Families,

It is truly an exciting time to be a West Laurens Middle School Raider. We have moved into a new beautiful, state-of-the-art school. Our faculty and staff will continue to love and educate our Raiders with the same professionalism and passion as always. WLMS will be a leader in the Heart of Georgia with academics, athletics, and extracurricular activities.

It is my desire to grow partnerships and foster relationships with parents, stakeholders, and community members to best serve and develop our students. The goal of WLMS is to produce students who are confident and ready to be successful at the high school level and in life.

Every student is important at WLMS. Please feel free to contact us with any questions, concerns, or compliments. On behalf of the entire WLMS family, I welcome you to the 2022-23 school year. Together, we are better.

Sincerely,

A handwritten signature in black ink, appearing to read "Reed Waldrep".

Reed Waldrep,
Principal

PART I – SCHOOL PROCEDURES

*All school procedures and disciplinary guidelines in this handbook will be upheld by the school administration unless circumstances dictate a change.

ABSENCE FROM SCHOOL (see also MAKE-UP WORK and ATTENDANCE)

When a student is absent from school, the parent or guardian is expected to provide the school with a written excuse upon the student's return.

The note should state:

- Student's full name
- The date(s) and reason for the absence
- The parent or guardian's name and a telephone number where he/she may be reached

Personal illness, family illness, death of a close relative, or other absences approved by the principal are considered excused absences. After being absent, a student must turn in a note/excuse to the office or designated area and get an excuse prior to the tardy bell of the following day.

ANNOUNCEMENTS

During the daily announcements, students are expected to be in their classrooms, sitting quietly prepared to listen to the announcements. It is the student's responsibility to listen to the announcements and to respond as needed. Following the announcements, the Pledge of Allegiance and a moment of quiet reflection are observed. Students are expected to remain quiet and respectful during this time.

ASPEN PARENT PORTAL PROGRAM

Aspen is a web-based program which allows parents to view a child's schedule, attendance, and grades. Parents should call the LCBOE (272-4767) or email aspensupport@lcboe.net for information about how to register for this program. Once a parent has registered, he/she may log into to the program from the district's web site at www.lcboe.net.

ASSEMBLIES

Assemblies are held during the year for the benefit of the student body. Student behavior at an assembly should be refined and courteous. All students should give the speakers and/or performers their undivided attention. Gestures of appreciation should be in the form of applause. Rudeness, inattention, or other poor behavior will be subject to disciplinary actions.

ATHLETIC ELIGIBILITY

To be eligible to participate on any athletic team, a student must pass or be passing four out of five classes. All connections classes will be averaged per semester and count as one grade. To be eligible to participate in interscholastic activities, a student must not have reached his 16th birthday prior to May

1st, preceding his year of participation. Eligibility is checked at the end of each semester. **A student who is not promoted to the next grade will not be eligible to participate in sports for the repeated school year.**

ATHLETIC BEHAVIOR AND DRESS

Each athlete is representing WLMS, whether it is in the school or at the athletic venue. The athlete must show pride, honor, and dignity for his/her school. Dress for student athletes on game day will be announced to team members by the coach. Student athletes should not wear clothes that will in any way show a lack of pride for WLMS. If at any time a student athlete shows behavior or dress that is detrimental to his/her school or team, the coach may dismiss him/her from the team.

ATHLETE CHANGING OR QUITTING TEAMS

One goal of the WLMS Athletic Program is to teach children the importance of a commitment to a team. We want to discourage our athletes from quitting teams. Athletes should discuss any concerns with their coach before taking steps to leave a team. If an athlete quits a team for any reason after the team has been selected, he/she will not be permitted to participate in any other sports until that season is over.

ATHLETE OSS or ISS

A student receiving suspension of five days or more at any point during the school year may be dismissed from the team. His/her eligibility will be denied. He/she cannot tryout or participate in any other sport that school year. **The athlete receiving OSS cannot participate in practice or games while his/her punishment is in effect. The suspension goes into effect the days of the offense and remains in effect until the day after his/her suspension has ended.** Students earning ISS may be prevented from participating in athletic events and practices at the discretion of the administration and/or coach.

ATHLETE PICK-UP AFTER EVENTS

The time of our coaches as well as parents is valued. Therefore, students must be picked up thirty minutes from the coach's announced time whether it may be practice or a game. When the student and parent are notified of a pick-up problem, and the problem continues, the coach has reason to dismiss the athlete from the team.

ATHLETIC PHYSICALS

Each student must have record on file of a current athletic physical completed by a physician to be eligible to participate in sports. The physical forms can be picked up in the school office. Efforts will be made to have annual screenings at school for student athletes. Personal physicians may also complete the physical.

ATTENDANCE

See Laurens County Attendance Protocol in the Appendix.

AUTOMATED ALL CALLS

WLMS may send automated information or emergency all-calls throughout the school year. If you are having trouble receiving these calls, please contact the school.

BREAK

Break is designated at specific times throughout the day. Unless the weather is bad, students may go outside for break at the discretion of the teachers. Break is a privilege, and it can be taken away!

BUS NOTES

If a student needs to ride another bus home from school, the student must bring a signed note from home. The note must include the student's name, parent's name, address of destination and a phone number where a parent can be reached. The note must be turned in to the **ISS room upon arrival to school**, and a Laurens County Bus Pass will be issued for that day only. Students, PLEASE do not wait until time to board the bus to get a bus form! Doing so may prevent you from being able to make the requested change. Long term changes must be taken care of in the office.

CAFETERIA EXPECTATIONS

Students are expected to conduct themselves in an orderly manner while in the cafeteria. All students are expected to get in line upon entry into the cafeteria to receive a "school-provided lunch." Students are no longer allowed to eat delivered food at lunchtime. This includes food from parents, friends, delivery services, etc. If students would like to eat items other than the cafeteria provided option, they must bring it to school with them upon arrival to school. No food may be brought or delivered. **Students will not be allowed to get in line or return to the line** after being seated. All students are expected to sit in their assigned teacher's designated table/area. Failure to comply may result in assigned seating. While retrieving their school lunch, students are to obtain everything they need at that time; this includes napkins, sauces, dessert, milk, etc. **No student will be allowed to return to the line.** No exceptions.

Students are to observe the designated traffic patterns for student flow in the cafeteria. Students are expected to observe appropriate table manners while eating, including clearing their place at the table and surrounding area when finished. Students **may not leave the table** until the entire class has been dismissed by your teacher or the designated monitor. **All students** at a table are responsible for the condition of the table and surrounding floor. Students **cannot** use electronic devices at lunch. Electronic devices will be confiscated and turned into the office if out, seen, or in use regardless of the reason.

CAR RIDERS

All car riders are to be dropped off and picked up at the designated car rider area. Doors will open at 7:30 A.M. for arrival. Car riders will be dismissed in the afternoon after buses leave campus. Students should be picked up prior to 3:45 P.M. The school reserves the right to turn students over to the School Resource Officer and/or the Division of Family & Children Services (DFCS) if a student is not picked up from carpool by 4:15 P.M.

Car riders will wait in the cafeteria in the mornings to be dismissed to class and in the afternoons to leave school. All car riders are expected to sit in the designated area/seat, remain quiet, and follow teacher/monitor directives. Students who are unable to follow these directions may be picked up in the office by a parent/guardian.

CELL PHONES/SMART WATCHES (Laurens County Board Procedure)

Please see the Electronic Device (cell phone) policy beginning on page 36.

CHANGING CLASSES

Students should change classes quickly and quietly. Students should take the shortest approved route from one class to the other and should stay on the right hand side of the hall. Teachers will facilitate this transition. Before school, after break, and after lunch, students should begin moving to their classes immediately when directed by their teachers. Running in the halls/stairwells, loitering, and/or horseplaying are not permitted. Please do not block the hall! End of the hall stairwells should not be used for transitions. These stairwells are reserved for emergency use only.

CLUBS (School Sponsored)

School sponsored clubs (excluding competitive interscholastic activities or events) are those under the sponsorship, direction, and control of the school. These clubs are organized and defined under common goals, objectives, and purposes. State law requires that parents have the right to withhold permission for their students to participate in any school sponsored club or organization designated by them. The following school sponsored clubs will be in operation during this school year. Information is provided regarding the name of each club and faculty sponsor(s). You, as the parent/guardian, have the right to withhold in writing your permission for your student's participation in any club or organization. For your convenience, a form is included in this handbook if you do not wish for your student to participate in a particular club. If a club is added during the school year, you will be provided information on the club, and your written permission will be required prior to your student's participation.

CLUBS AND EXTRACURRICULAR ACTIVITIES AVAILABLE

Art	Jackie Carr
Band/Raider Brigade	Richard Horne, Stan Rogowski, and Christina Trowell
Color Guard	Cassie Nicholson
FBLA	Bonnie Fowler
FCA	Scott Ewing and Barbra Perry
FFA	Ami Harrington
Jr. BETA	Debi Nichols
Principal's Council	Reed Waldrep
Quiz Bowl	Amy Garnto and Lori Kemp
RESA Math	Glenda Thompson
Yearbook	Pamela Howell

CHANGE OF STUDENT INFORMATION

Any time there is a change in a student's address or phone number, please contact the Registrar in the school office. The custodial parent/guardian must provide this request in writing.

COMPUTER AND INTERNET USAGE:

- Students may use the computer technology housed in the media center, classrooms, and Chromebooks to do class assignments, school projects, and research. Parents or guardians must sign the Acceptable Use Policy (AUP) permission in the agenda/student handbook before students may use district technology. Internet usage is restricted to classroom assignments. Personal internet usage, including checking e-mail by students is not permitted.
- Students must adhere to all AUP guidelines found in the agenda/student handbook. **Students may not use any website other than those assigned by the teacher.**
- Repeated misuse of computer and internet privileges may result in restricted use of computers by the student, including revocation of computer privileges.

DRILLS

FIRE DRILLS - Directions for leaving the building during a fire or fire drill are posted in each classroom. Students should become aware of these directions. During a fire drill, students are to follow the directions posted in the classroom and to go quickly to the appointed exit and area on the school campus. The signal given will be the GEMA CODE and an announcement, and/or the fire alarm should be heard before students exit.

SEVERE WEATHER/TORNADO DRILLS - Students will move to the assigned tornado-resistant areas posted in each classroom. Students should become aware of these areas. The signal will consist of the **GEMA CODE** and an **announcement**, and may also be followed by **LONG BELL SOUNDS**.

The end of the hall stairwells should only be used for drills and in case of an emergency.

EMERGENCY SCHOOL CLOSING

In the event of bad weather conditions, parents/guardians are encouraged to listen to the local radio and television stations or call the Laurens County Board of Education office at 478-272-4767. The superintendent of schools will announce by 6:00 a.m. any decision to close or delay the opening of school.

EQUAL EDUCATIONAL OPPORTUNITIES (EEO)

For the Laurens County Board of Education policy on Equal Educational Opportunities (EEO), please visit the LCBOE website at <http://www.lcboe.net/Content2/6> .

EXTRACURRICULAR ACTIVITIES (See also FIELD TRIPS, CLUBS, and ATHLETICS)

Extracurricular activities are a privilege and can be taken away.

FIELD TRIPS (Including club trips)

Students must be in good standings with the office before they can attend any field trips. If a student has missed 5 or more days (excused or unexcused), approval must be granted by the school administration. No student may attend any extracurricular activities if he/she is suspended or in ISS. If a field trip takes half a day or less, students must be present two or more class blocks to attend a school-sponsored field trip that day.

Any student who has accumulated more than 3 school or bus referrals must receive special permission from the administration to attend any field trips. Students attending field trip events must follow the school dress code.

FINAL EXAMS

All students are required to take the final exam or meet other academic requirements in each class. A student may exempt (not have to take) his/her final exam if he/she:

1. Has a 90 or above average or make a 3 or 4 on the GMAS exam for that subject;
2. Has no more than 5 unexcused absences;
3. Has no more than 10 unexcused tardies to school and/or early dismissals;
4. Has not been assigned OSS during the school year; and
5. Has no outstanding financial obligations to the school.

FOOD AND DRINKS

Food or drinks in the classroom are at the teacher's discretion. Students may eat and drink in the hallways and/or outside at break. Students are expected to clean up any spills (intentional or accidental) they make. Students may eat in the lunchroom during lunch but may not take food or drinks out of the lunchroom during lunch. Teachers may confiscate food or drinks brought into the classroom and are not obligated to return it! Students may not have ANY food brought/delivered to the school for lunch. Food for special occasions including but not limited to cakes and cupcakes, must be approved by the administration seven days in advance. No exceptions.

FUNDRAISING

Any class or organization desiring to conduct a fundraiser must have it approved by the Laurens County Board of Education and school administration. **Only WLMS fundraisers can be held on campus.** Fundraising requests must be submitted to the principal no later than one week prior to the next scheduled LCBOE monthly board meeting.

GIFTED TESTING PROTOCOL

If a parent or teacher would like a child to be considered for gifted testing, that child's name should be submitted to Mrs. Rosalyn Wiley-Tobler BEFORE school dismisses for Christmas Break. Names must be submitted in writing. Names can be submitted via email at rosalynwiley-tobler@lcboe.net or by letter/note addressed to Mrs. Rosalyn Wiley-Tobler at WLMS. Please remember that all students who request testing will not necessarily be tested for the gifted program. Prior to testing, they must undergo

a screening process and be approved by the Gifted Testing Committee to undergo testing. Testing will be conducted during the second semester. All students who have been recommended will receive a letter stating their status regarding screening, testing, and eligibility.

HALL PASSES

Students are not permitted in the halls during class periods unless they are accompanied by a teacher or administrator or have their student handbook signed with teacher permission.

HALLS

WALK on the RIGHT SIDE of the hall. Running is not acceptable in the building at any time. Gentlemanly and ladylike behavior is expected in the halls with noise held to a minimum. Loitering in the halls between classes is not allowed. Students are to go directly to their classrooms. Please do not stand in the middle of the hall, in doorways, or leave book bags in the halls!

HEAD LICE

The Laurens County School System has a no-nit head lice policy. If a child has been identified with lice, nits (eggs) dead or alive, the child must be removed from the classroom and a parent will be contacted to pick up the child. **Before the student can return to the classroom, a note must be obtained from the health department stating the hair is clear of lice and nits.** If a child is found to have an infestation, then other siblings will be checked as well.

HONOR ROLL

WLMS will be using only academic class averages to figure honor roll status. Connection class averages will not be used to determine honor roll but can affect a student's pass or fail status. This practice more appropriately coincides with Hope Scholarship requirements to determine eligibility for their funds distribution. At the end of each nine weeks, students who have a ninety or above average in their academic subjects (ELA, Math, Science, and Social Studies) will be recognized as honor roll.

HONORS NIGHT

The school will host an Honors Night program at the end of the school year to recognize the following award categories: Honor Roll, Kathy W. Woodard Award of Excellence, Spelling Bee, RESA Contests, Jr. Beta Awards, Library/Reader Awards, Milestones, Raider Valor, 180 Degree, Counselor Awards, HOPE Reach Scholars, Duke Talent, Citizenship, Perfect Attendance, and Highest Averages.

HOSPITAL HOMEBOUND SERVICES

For the Laurens County Board of Education policy on Hospital Homebound Services, please visit the LCBOE website at <http://www.lcboe.net/Content2/6>.

INTERNET SAFETY

For the Laurens County Board of Education policy on Internet Safety, please visit the LCBOE website at <http://www.lcboe.net/Content2/6>.

LOCKDOWN PROCEDURES

WLMS practices and uses a lockdown procedure approved by GEMA.

LOST AND FOUND

The lost and found area is located in ISS. Anyone who finds a lost or misplaced article should take the article to the office as soon as possible. Students looking for lost possessions should check with the assistant principal or secretaries. If found articles are not claimed within a reasonable length of time, they will be discarded at the end of each grading period.

MAKE-UP WORK

Students may make up work missed due to any absence or school activity. It is the student's responsibility to arrange to make up missed work with the teacher. Students have three (3) days for the first day missed and 1 day for each day thereafter. For example, if a student misses 4 days in a row, the student would have a total of 6 days to make up the work. After the given number of days has expired, the student will receive a zero for any work that has not been turned in. Teachers are not required to permit make up work during regular class time.

MEDIA CENTER (LEARNING COMMONS)

Students are welcome to come in to check out books, read, work in small groups on projects, and utilize resources and materials. While we encourage the students to utilize the facility, there are guidelines that need to be followed.

Learning Common Guidelines:

1. Students may come in before school from 7:35-8:00 to read, work on assignments, check out books, and create using the makerspace items. Students may also come in during their assigned break times for these same purposes.
2. If students come in during a class period, they must have a note or their agenda signed with the reason stating why they are coming into the Media Center.
3. Students must have their agenda with their library barcode sticker attached in order to check out books. The cost to replace the barcode is \$0.25.
4. Students must keep the noise level to a respectable level and need to return any items they have used to their proper location before leaving.
5. Students may check out 2 books at a time. They should not have more than 2 books out at any given time.
6. No food or drink is to be consumed by students when they are in the Media Center.
7. Students may utilize the printers in the Media Center. The cost for black and white pages to be printed will be \$.10 per page, and the cost for color pages to be printed will be \$.25 per page. These are to be for school purposes ONLY.

*** Students who do not follow the Media Center guidelines will be asked to return to their classroom. Further disciplinary action may also be taken. If students are asked to return to class due to failure to follow Media Center guidelines, they will not be allowed to return to the Media Center for a minimum of one day. Students who abuse the Media Center privileges may have them restricted or revoked by the school administrators and/or the school media specialist.

Damaged and Overdue Books

Students should return their borrowed books to the library in a timely manner. Any student who has a book that is at least one-month overdue will lose his/her library privileges until the overdue book is re-checked, returned, or the replacement cost is paid. At the beginning of the 4th nine weeks, any overdue books must be returned, re-checked or replaced to maintain library privileges. If books are damaged so that they are no longer usable, students must pay the replacement cost of the book. If the student returns to WLMS the next school year, he/she will not be allowed to check out books until the book is returned or payment is received.

Georgia Book Award Party

Students are encouraged to read books from a list chosen by a panel of educators called the Georgia Book Award Nominees. As an incentive, students are eligible to attend the Georgia Book Award field trip party in the spring. The following must occur to be eligible: 1) read at least 10 of the 20 books, 2) take and score a 70 or above on the test for the books. Students are not allowed to make a score below a 70 for the 10 Georgia Book Award books.

Final Exam Exemptions

Students may not exempt their final exams if they have any outstanding books or fines from the Media Center. All books must be turned in or they will not be eligible to exempt their exams.

MEDICATION

If a student must take medication, arrangements should be made with the attending physician so that the medication may be given at home, before and after school hours. If this is not possible, the medication must be brought to school fully labeled, in the original container from the pharmacist, and given to the school nurse upon arrival for dispensing. The school nurse must have the Medication Authorization Form signed by the physician before dispensing medication to the student. Students may not walk around with any type medication on their person including over the counter or prescription medication.

MONEY AND VALUABLES

Large sums of money or valuables should not be brought to school. NEVER LEAVE VALUABLE POSSESSIONS UNATTENDED. **The school will not be responsible for lost or stolen valuables.** Any item that causes an interruption, is against school or state law, or is considered inappropriate for school will be taken from the student and the necessary disciplinary actions will follow. The item may or may not

be returned, based on the circumstances involved. School officials are not required to investigate nor locate items that have been lost at school.

OFFICE HOURS – The school office opens at 7:30 A.M. for parents, students, and guests. The office will remain open until 4:00 P.M. After 4:00 P.M. it is not guaranteed that parents, students, and guests will be permitted to enter the school or office area.

OFFICE TELEPHONE

The office telephone is a business phone and should be used by students for emergencies only. **Students must have a phone pass from their classroom teacher for permission to use the phone.** Once in the office, the student must register his/her call with the school secretary and use a designated phone line. **Students who are sick are to go to the school nurse and she will call parents when necessary.** No student should answer nor tamper with any school phone.

OUTSTANDING OBLIGATIONS

All monies owed by students must be paid. Outstanding obligations of all students must be paid or their report card could be withheld.

PARENT CONFERENCES

Parents may check the progress of their child using ASPEN. Parents may set up a conference with one or more teachers by telephoning the school office at (478) 272-8452. Parents may also e-mail faculty members from our web site: www.wlms.lcboe.net

PARENT INVOLVEMENT

It is the intent of the Laurens County Board of Education and each school to involve parents in an effective partnership with the school. A number of opportunities will be available throughout the school year for you to join our staff as we: 1) plan for and discuss upcoming school events, 2) develop, implement, and evaluate the parent involvement plan/student compact, 3) discuss and evaluate the school's curriculum and academic performance, 4) review, amend, implement and evaluate the school's annual improvement plan. We hope you will be an active participant as we strive to provide a rigorous academic program that meets the needs of each child.

PARENT PICK-UPS (Students are not allowed to sign-out after 2:30 PM.)

Laurens County Schools provide free public transportation for county students. If you choose for your child not to ride the bus, please be advised that you must follow all safety rules when you drive on campus. Carpool students should be picked up after buses have loaded and left the campus. **Parents may not wait out by the bus ramp or drive on the bus ramp between 7:30-8:30 AM and 2:30-3:30 PM.** Car riders will be dismissed after the buses have left, around 3:10 PM. All students should be picked up prior to 3:45 PM. The school reserves the right to turn students over to the School Resource Officer and/or the Division of Family & Children Services (DFCS) if a student is not picked up from carpool by

4:15 PM. Parents should follow all safety signs. Drivers should not cut across the parking lot, make U-turns, or in any other way endanger students. **PLEASE FOLLOW THE SIGNS!**

PARENT'S RIGHT TO KNOW / TEACHER QUALIFICATIONS

In compliance with the requirements of the Every Students Succeeds Act (ESSA), Laurens County School District would like to inform you that you may request information about the professional qualifications of your student's teacher(s) and/ or paraprofessional(s). The following information may be requested:

1. Whether the student's teacher—

- has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived; and
- is teaching in the field of discipline of the certification of the teacher.

2. Whether the child is provided services by paraprofessionals and, if so, their qualifications. Please contact your school's principal for more information.

PARTICIPATION IN PHYSICAL ACTIVITIES

If a student is to be excused from P.E. or any other school physical activity, he/she must have a written note from home or from a physician, or in some cases from the principal's office. Notes from home are honored for (3) days only. If a problem will cause a student to miss more than 3 days of activity, the student should bring a note from a physician.

PROGRESS REPORTS

A progress report will be given to each student every 4½ weeks. The progress report is to be signed by the parent and returned within two (2) days.

PROMOTION POLICY

Students must pass 4 out of 5 classes to be promoted to the next grade. The classes are Math, ELA, Science, Social Studies, and Connections. Students take eight (8) connection classes during the school year. A student must pass six (6) of the eight (8) connections in order to pass connections.

REPORT CARDS

A report card will be given to each student at the end of each nine (9) weeks grading period. All grades are numerical. Report cards will be mailed at the end of the school year. It is therefore vital that the school have the student's current address. Report cards for the first, second, and third nine weeks should be signed by parents and returned to the teacher within two (2) days.

RESPECT FOR EQUIPMENT AND FACILITIES

Each student is encouraged to assume responsibility for the care of school property. The student may be required to pay for any damage caused to school property. Malicious damage must be repaired or

the damaged property replaced at the student's expense. In addition, appropriate disciplinary procedures are invoked if malicious intent is determined.

RESTROOMS

Let's work together to keep our restrooms clean. Please flush after each use. Report any act of vandalism that you may witness. Students are subject to being placed on a class restroom schedule if vandalism and/or misconduct occurs in the restrooms.

SCHEDULE CHANGES

All schedule changes must be approved by the administration. Schedule change request forms may be picked up in the WLMS office and completed by the parent. The form must have the parent's signature and the reason for the request for the change to be considered. **Hand written requests, emails, or phone calls from parents that are not on official change request forms will not be accepted. All requests may not be able to be accommodated.**

SCHOOL DANCES

West Laurens Middle School will hold a minimum of two school-sponsored dances throughout the school year. Students must meet certain eligibility criteria in order to attend. The following dances will be held this year: Christmas Dance and Blue & White Ball.

Christmas Dance – Students must not have received ANY office referrals during the first semester. This includes any bus referrals that result in a bus suspension. The dress for the dance is holiday casual. All dress must meet the current dress code policy.

Blue & White Ball – Students must be passing ALL academic classes for the year **AND** must not have received more than two office referrals during the school year. This includes bus referrals that result in bus suspensions. Dress code for the Blue & White Ball is semi-formal. Dresses must reach the top of the knee. Dresses/tops cannot be strapless. Girls can wear pantsuits. Midriffs must not show, and backs cannot be open. Formal gowns are not required but allowed. Boys must wear khaki-style pants or shorts that touch the knee and shirts must have a collar. Nice jeans are allowed. Coats and ties are not required but allowed.

Other dances may be planned and may have eligibility requirements to attend.

STUDENT RECORDS, FERPA, & PPRA

For the Laurens County Board of Education policy on Student Records, the Federal Educational Rights and Privacy Act (FERPA), and the Pupil Protection Rights Amendment (PPRA) please visit the LCBOE website at <http://www.lcboe.net/Content2/6> .

Family Educational Rights and Privacy Act (FERPA): Parent Notice

Under the Family Educational Rights and Privacy Act (FERPA) [20 USC 1323g] you have the right to:

1. 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 is 18 years of age or older, or those who are emancipated, your own education records. Parents or eligible students should submit to the administration a

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

2. 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 records, the parent or eligible student should write to the school principal, specifying the part of the record they want changed, and 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. Consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that the Act and the regulations promulgated pursuant to the Act authorize disclosure without consent. One exception, which 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, support staff member, or a member of the school board; a person with whom the district has contracted to perform a specified task (such as attorney, auditor, therapist, or online educational services provider); a contractor, consultant, volunteer, or other party to whom the 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). 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 school district will forward educational records without prior consent to another school in which the student seeks or intends to enroll.

FERPA Directory Information Notice:

The Laurens County School System has designed the following information as directory information:

1. Student's name, address, and telephone number
2. Student's date and place of birth
3. Student's email address
4. Student's participation in official school clubs and sports
5. Weight and height of student if he/she is a member of an athletic team
6. Dates of attendance at Laurens County Schools
7. Honors and awards received during the time enrolled in the Laurens County School System
8. Photograph
9. Grade level

Unless you, as a parent/guardian or eligible student, request otherwise, this information may be disclosed to the public upon request. You have the right to refuse to allow all or part of the above information to be designated as directory information and to be disclosed to the public upon request. If you wish to exercise this right, you must notify your school principal in writing within 30 days of the first day of school.

Parent Notice of PPRA Rights

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, 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 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.

TARDIES / EARLY DISMISSALS

Early Dismissal – Students are not permitted to leave school grounds at any time during the school day without permission from the school office. If a student must leave the building because of illness or any other emergency, the student must be signed out at the office. **The person picking up the student must have prior approval or have his/her name on file in the office.** Anyone picking up a student will be required to show identification.

Tardy to Class – Students should be in class at designated times or have written permission for tardiness.

Tardy to School – Students that **arrive after the 8:05AM** bell must report to the office to receive a tardy note. Each accumulation of five (5) unexcused tardies/early dismissals will count as one (1) unexcused absence.

Students who accumulate an excess of ten (10) unexcused tardies and/or early dismissals **WILL NOT** be allowed to exempt final exams. The conditions for excusing a tardy or early dismissal will be the same as an absence. **Student attendance will be checked periodically throughout each nine weeks. Students who have accumulated unexcused tardies/early dismissals will have the following consequences:**

- Four unexcused tardies or early dismissals will be assigned 1 day of After-School Detention.
- Six unexcused tardies or early dismissals will be assigned 1 day of ISS. Please also note that every five (5) unexcused tardies or early dismissals will count as one (1) unexcused absence.
- Eight unexcused tardies or early dismissals will be assigned 2 days of ISS.
- Additional unexcused tardies or early dismissals beyond 8 may result in suspension and/or referral to the school social worker.

The tardy and early dismissal count will start over at the beginning of each nine weeks.

TRANSPORTATION CHANGES

All transportation changes **MUST** be in writing. No transportation changes will be accepted over the phone. If an emergency change must take place, a parent or guardian must come to the school to provide a written statement to the office for the change. Otherwise, students should bring a written statement to the office on the morning of the needed transportation change, which includes the date, the student's name, the address where the student is going that afternoon, and a contact phone number along with the parent/guardian's signature.

VALENTINE'S DAY

The Laurens County Board of Education adopts the following procedure to accommodate students, faculty, florists, and suppliers so that gifts may be delivered to the schools on special days. This action is necessary so that school employees and students are not interrupted and safety of students is insured. Recipients will be notified if they are to pick up flowers or balloons. Balloons and flowers in glass containers will not be allowed on school buses anytime during the school year. On special events, such as Valentine's Day, all flowers and balloons must be delivered by 2:00 PM. Schools or school personnel assume no responsibility for flowers or balloons. Flowers or balloons not picked up will be discarded by 10:00 AM the following day. This procedure applies to ALL students, teachers, and employees.

VISITORS

A visitor is anyone who is not employed by the LCBOE or is not a student at WLMS. All visitors must display photo identification, report to the main school office, and sign-in before visiting classrooms, school personnel, or students. All visitors may not be granted access to students, personnel or classrooms. Only persons listed in a student's official file may be consulted on student matters. Visitors will be provided a WLMS visitor's badge that must be placed on their shirt (top garment) so that it is clearly visible. Visitors are asked to return to the main school office and sign-out before leaving campus. Visitors with inappropriate attire will not be allowed into hallways or classrooms.

UNRULY VISITORS

Most visitors are good, respectful people, and we regret that this procedure must be in the school handbook. However, disruptive or hostile visitors cannot be tolerated. Visitors who become rude, hostile, abrasive, or in any way aggressive toward students, other parents, teachers, administrators, or any staff members **may face legal charges and may be fined up to \$500.00**. All threats will be taken seriously, including phone calls, e-mails, and letters, and will result in the necessary legal action.

OTHER

Due to the vast number of state, local and school policies, it is impossible to cover all possible concerns. If you have a question, please feel free to call or come by the school. The school website is an excellent source of information.

PART II – WEST LAURENS MIDDLE SCHOOL CODE OF CONDUCT

It is the purpose of the Laurens County School District to operate each school in a manner that will provide an orderly process of education and that will provide for the welfare and safety of all students who attend the schools within the district. In accordance with that purpose, the Board of Education has adopted a policy, which requires all schools to adopt codes of conduct requiring students to conduct themselves in a manner, which facilitates a learning environment for themselves and other students. These standards for behavior require students to respect each other and school district employees, to obey student behavior policies adopted by the board, and to obey student behavior rules established at each school within the district.

The school's primary goal is to educate, not to punish; however, when the behavior of an individual student comes in conflict with the rights of others, corrective actions may be necessary for the benefit of that individual and the school as a whole. Accordingly, students shall be governed by policies, regulations and rules set forth in this Code of Conduct.

The Code of Conduct is effective during the following times and in the following places:

- At school or on school property at any time
- Off school grounds at any school activity, function or event and while traveling to and from such events
- On vehicles provided for student transportation by the school system and at school bus stops

Students may be disciplined for conduct off campus, which could result in the student being criminally charged with a felony, 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.

Major offenses including, but not limited to, drug and weapon offenses can lead to schools being named as an Unsafe School per the provisions of State Board Rule 160-4-8-16, Unsafe School Choice Option.

Parents are encouraged to become familiar with the Code of Conduct and to be supportive of it in their daily communication with their children and others in the community.

The General Assembly of Georgia requires that this code of conduct include language encouraging parents and guardians to inform their children on the consequences, including potential criminal penalties, of underage sexual conduct and crimes for which a minor can be tried as an adult.

This Code of Conduct is based on the expectation that parents, guardians, teachers, and school administrators will work together to improve and enhance student behavior and academic performance and will communicate freely their concerns about, and actions in response to, student behavior that detracts from the learning environment. School administrators recognize that two-way communication through personal contacts is extremely valuable; therefore, they provide information to parents as well

as on-going opportunities for school personnel to hear parents' concerns and comments. Parents and students should contact the principal of the school if specific questions arise related to the Code of Conduct.

The Code of Conduct specifies within its standards of behavior various violations of the code which may result in a school staff member's request that a parent or guardian come to the school for a conference. Parents are encouraged to visit the schools regularly and are expected to be actively involved in the behavior support processes designed to promote positive choices and behavior.

Georgia law mandates that any time a teacher or principal identifies a student as a chronic disciplinary problem student, the principal shall notify by telephone call and by mail the student's parent or guardian of the disciplinary problem, invite the parent or guardian to observe the student in a classroom situation, and request at least one parent or guardian to attend a conference to devise a disciplinary and behavioral correction plan.

Georgia law also states that before any chronic disciplinary problem student is permitted to return to school from a suspension or expulsion, the school shall request by telephone call and/or by mail at least one parent or guardian to schedule and attend a conference to devise a disciplinary and behavioral correction plan.

The law allows a local board of education to petition the juvenile court to require a parent to attend a school conference. If the court finds that the parent or guardian has willfully and unreasonably failed to attend a conference requested by the principal pursuant to the laws cited above, the court may order the parent or guardian to attend such a conference, order the parent or guardian to participate in such programs or such treatment as the court deems appropriate to improve the student's behavior, or both. After notice and opportunity for hearing, the court may impose a fine, not to exceed \$500.00, on a parent or guardian who willfully disobeys an order of the court under this law.

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, the principal may undertake corrective measures that he or she believes to be in the best interest of the student and the school.

Teacher Authority

The superintendent fully supports the authority of principals and teachers in the school system to remove a student from the classroom pursuant to provisions of state law.

Each teacher shall comply with the provisions of O.C.G.A. § 20-2-737, which requires the filing of a report by a teacher who has knowledge that a student has exhibited behavior that repeatedly or substantially

interferes with the teacher's ability to communicate effectively with the students in his or her class or with the ability of such student's classmates to learn, where such behavior is in violation of the student code of conduct. Such report shall be filed with the principal or designee on the school day of the most recent occurrence of such behavior, shall not exceed one page, and shall describe the behavior. The principal or designee shall, within one school day after receiving such a report from a teacher, send to the student's parents or guardian a copy of the report and information regarding how the student's parents or guardians may contact the principal or designee.

The principal or designee shall notify in writing the teacher and the student's parents or guardian of the discipline or student support services which has occurred as a result of the teacher's report within one school day from the imposition of discipline or the utilization of the support services. The principal or designee shall make a reasonable attempt to confirm that the student's parents or guardian has received the written notification, including information as to how the parents or guardian may contact the principal or designee.

Progressive Discipline Procedures

When it is necessary to impose discipline, school administrators and teachers will follow a **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 student and will take into account the student's discipline history, the age of the student and other relevant facts.

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 those that are consistent with the character traits from Georgia's Character Education Program. (O.C.G.A. §20-2-145)

The following disciplinary actions may be imposed for any violation of this Code of Conduct:

- Warning and/or counseling with an administrator or counselor
- Loss of privileges
- Time Out or Silent Lunch
- Temporary removal from class or activity
- Notification of parents
- Parent conference
- Detention
- Behavior Contract
- Temporary placement in an alternative education setting
- Out of School Suspension (OSS)
- In School Suspension (ISS)
- Referral to a tribunal for long-term suspension or expulsion (O.C.G.A. §20-2-750)
- Suspension or expulsion from the school bus
- Corporal Punishment

A STUDENT'S FAILURE TO GET A DISCIPLINE REFERRAL SIGNED BY A PARENT/GUARDIAN AND RETURNED TO THE OFFICE BY 8:15AM THE NEXT SCHOOL DAY MAY RESULT IN THE STUDENT RECEIVING ISS.

Referral to law enforcement or juvenile court officials: Georgia law requires that certain acts of misconduct be referred to the appropriate law enforcement officials. The school will refer any act of misconduct to law enforcement officials when school officials determine such referral to be necessary or appropriate.

The maximum punishments for an offense include long-term suspension or expulsion, including permanent expulsion, but those punishments will be determined only by a disciplinary tribunal as outlined in the Laurens County Board of Education policies (Laurens County Board Policy for Student Disciplinary Hearings). The Laurens County Board of Education has developed and implemented disciplinary hearings and ensured all Discipline Hearing Officers, Tribunal, and Panel Members have received initial and ongoing tribunal continuing education in accordance with Georgia law pursuant to O.C.G.A. §20-2-751 and O.C.G.A. §20-2-759.

Parents or students may elect not to contest whether a student has violated the Code of Conduct or the appropriate discipline in cases, which would lead to a tribunal hearing for expulsion. In such cases, an agreement may be negotiated which would include the parents or students waiving a right to a hearing before a disciplinary tribunal. Such an agreement and waiver must be approved also by the disciplinary tribunal or hearing officer in accordance with local board policy.

Before a student is suspended for ten days or less, the principal or designee will inform the student of the offense for which the student is charged and allow the student to explain his or her behavior. If the student is suspended, the student's parents will be notified, if possible. School officials may involve law enforcement officials when evidence surrounding a situation necessitates their involvement or when there is a legal requirement that an incident be reported.

Searches

School officials may search a student if there is reasonable suspicion the student is in possession of an item or substance that is illegal or against school rules. Student vehicles brought on campus, student book bags, school lockers, desks, and other school properties are subject to inspection and search by school authorities at any time without further notice to student or parents. Cell phones/multi-media/electronic devices taken from students due to possession and/or use in violation of school rules are subject to having their contents searched. Students are required to cooperate if asked to open book bags, lockers, or any vehicle brought on campus. Metal detectors and drug or weapon sniffing dogs may be utilized at school or at any school function, including activities that occur outside normal school hours or off the school campus at the discretion of administrators. Random searches may occur during any school function on or off campus at any time a school event is taking place, and may include a breath analysis by a qualified individual.

Student Support Processes

The Laurens County Board of Education provides a variety of resources that are available at every school within the district to help address student behavioral problems. The school discipline process will include appropriate consideration of support processes to help students resolve such problems. These resources include Response to Intervention (RTI), school counselor, chronic disciplinary problem student plans, peer mentoring, and conflict resolution.

Definition of Terms

Aggression: hostile or violent behavior or attitudes towards another. It can be in the form of picking on others or verbal and/or physical confrontation

Assault: any threat or attempt to physically harm another person or any act, which reasonably places another person in fear of physical harm (Example: threatening language or swinging at someone in an attempt to strike) as defined pursuant to Title IX of the Education Amendments of 1972; 160-4-8-.15

Battery: intentionally making physical contact with another person in an insulting, offensive, or provoking manner in a way that physically harms the other person (Example: fighting)

Bullying: In accordance with Georgia law, bullying is defined as: (1) Any willful attempt to or threat to inflict injury on another person, when accompanied by an apparent present ability to do so; or (2) Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm.; or (3) Any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that:

- (A) Causes another person substantial physical harm within the meaning of Code Section 16-5-23.1 or visible bodily harm as such term is defined in Code Section 16-5-23.1;
- (B) Has the effect of substantially interfering with a student's education;
- (C) Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- (D) Has the effect of substantially disrupting the orderly operation of the school.

The term applies to acts which occur on school property, school vehicles, at designated school bus stops, or at school related functions or activities or by use of data or software that is accessed through a computer, computer system computer network, or other electronic technology of a local school system. The term also applies to acts of cyberbullying which occur through the use of electronic communication, whether or not electronic act originated on school property or with school equipment, if the electronic communication (1) is directed specifically at students or school personnel, (2) is maliciously intended for the purpose of threatening the safety of those specified or substantially disrupting the orderly operation of the school, and (3) creates a reasonable fear of harm to the students' or school personnel's person or property or has a high likelihood of succeeding in that purpose. Electronic communication includes, but is not limited to, any transfer of signs, signals, writings, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system.

Chronic Disciplinary Problem Student: A student who exhibits a pattern of behavioral characteristics which interfere with the learning process of students around him or her and which are likely to recur.

Detention: A requirement that the student report to a specified school location and to a designated teacher or school official.

Disciplinary Tribunal: School officials appointed by the board of education to sit as fact finder and judge with respect to student disciplinary matters.

Dress Code: The current dress code is outlined beginning on page 35.

Drug: The term drug does not include prescription medications issued to the individual, aspirin, similar medications and/or cold medications that are taken according to product use recommendations and board policy. Caffeine pills are considered drugs.

Expulsion: Suspension of a student from a public school beyond the current school quarter or semester. Such action may be taken only by a disciplinary tribunal or hearing officer in accordance with state law.

Extortion: Obtaining money or goods from another student by violence, threats, or misuse of authority.

Fireworks: The term “fireworks” means any combustible or explosive composition or any substance or combination of substances or articles prepared for the purpose of producing a visible or audible effect by combustion, explosion, deflagration, or detonation, as well as articles containing any explosive or flammable compound and tablets and other devices containing an explosive substance.

Gambling: Engaging in a game or contest in which the outcome is dependent upon chance even though accompanied by some skill, and in which a participant stands to win or lose something of value.

Gang Related Activity: Any act or exhibition, individual or collective, which (1) communicates gang allegiance or affiliation; and/or (2) would be a criminal act in the adult world and (3) is deemed gang related by the principal. Gang related activity includes, but is not limited to: hand sign flashing, wearing of clothing articles in a certain way or color scheme, jewelry, tattoos, graffiti on personal items; vandalism of public or private property; and acts of intimidation, threat, fighting and other forms of violence.

Horseplaying: Any act of pushing, poking, grabbing, tripping, elbowing, patting, and/or any other physical contact that is done in fun or as a joke with a friend.

In School Suspension (ISS): Removal of a student from class or regular school program and assignment of that student to an alternative room isolated from his/her peers. During the period of ISS, the student is excluded from all school-sponsored activities including practices as well as competitive events, and/or activities sponsored by the school or its employees. Students assigned to ISS will eat lunch in the ISS room.

Instigating Rule Violations: A student shall not be an accessory to a rule violation or urge, encourage, counsel, cause, or attempt to cause any other person to violate the school’s student handbook, the code of conduct or any Laurens County Board of Education Policy.

Suspension: Removal of a student from the regular school program for a period not to exceed 10 days (short term) or for a period longer than 10 days (long term, which may be imposed only by a disciplinary tribunal). During the period of suspension, the student is excluded from all school-sponsored activities including practices as well as competitive events, and/or activities sponsored by the school or its employees.

Theft: The offense of taking or misappropriating any property of another with the intention of depriving that person of the property, regardless of the manner in which the property is taken or appropriated.

Waiver: A waiver is an agreement not to contest whether a student has committed an infraction of the Code of Conduct; the acceptance of consequences in lieu of a hearing before a disciplinary tribunal.

Weapon: The term weapon is defined as any object that is or may be used to inflict bodily injury or to place another in fear for personal safety or well-being. The following weapons are prohibited: (1) Guns, rifles, shotguns, firearms, explosive devices and similar weapons; (2) Any hazardous object, including but not limited to or any dirk, any bat, club, or other bludgeon-type weapon; any stun gun or taser; bowie knife, switchblade knife, ballistic knife, any other knife having a blade of two or more inches, straight-edge razor or razor blade; spring stick, metal knuckles, chains, blackjack, or any flailing instrument consisting of two or more rigid parts connected in such a way as to allow them to swing freely, which may be known as a nunchaku, or fighting chain, throwing star or oriental dart, or any weapon of like kind.

OFFICE DISCIPLINARY REFERRAL CONSEQUENCES

ALTERNATIVE SCHOOL: The removal of a student from normal day classes at a Laurens County School and the assignment to an alternative education program is a consequence that may be considered by a disciplinary tribunal. This assignment will be at the tribunal's discretion but will be for no less than a FULL SEMESTER with demonstrated success.

DETENTION (Teacher Assigned): Detention may require the student's attendance before school, after school, during breaks, during lunch, or during scheduled class or school activity time. Students will report to the designated area at the assigned time and abide by the following detention rules:

1. Students must bring pencils, paper, books and other materials with which to do schoolwork. If a student comes to detention without materials, it will count as not having served.
2. Administrative approval is required to change a detention date.
3. A student who is disruptive in detention will be asked to leave the area. Detention will convert to ISS or OSS at administrator's discretion.
4. Detention will take precedence over any after school activity, including sports and jobs.
5. Should the number of assigned detentions exceed the number of days remaining in the grading period, the detention will be converted to ISS assignment.
6. Skipping After-School Detention will result in the student being assigned ISS and After-School Detention.

DETENTION (Administrator Assigned): By or at the discretion of the administration, After School Detention can be assigned by an administrator. This administrative detention will be monitored by a certified teacher from 3:05 PM until 4:30 PM. Students may not leave detention early and must be picked up by 4:40 PM. Administrator detention will be held Monday through Thursday. Students are expected to serve on the assigned date specified. Parents may be allowed to change dates with administrator approval. Skipping After-School Detention will result in the student being assigned ISS and After School Detention.

IN SCHOOL SUSPENSION (ISS): An alternative to out-of-school suspension or expulsion. ISS: Isolates disruptive, misbehaving students from their peers in a controlled setting; Assists students in continuing academic progress on classroom assignments; Directs students' attention to appropriate behavior by identifying inappropriate behavior; Identifies the need for counseling and recommends counseling services for students who need help with social adjustment skills; Is used for repetitive or serious behavior problems. Any disruptions, failure to follow ISS rules, or failure to attempt work in ISS will result in out-of-school suspension. If any time is owed in ISS after school is out, it is left to the discretion of the administration as to how the time will be made up.

LONG TERM SUSPENSION AND EXPULSION: For the purpose of conducting certain student discipline hearings and rendering a decision and imposing punishment, the LCBOE has adopted Policy JCEB, which is available on the districts web page www.lcboe.net.

OUT-OF-SCHOOL SUSPENSION (OSS): OSS is temporary removal of the student from the school campus, classes, and all school-sponsored activities. OSS is an excused absence and work missed may be made up. However, the work is due on the day the student returns to school.

WITHDRAWAL BECAUSE OF DISCIPLINE

If a student receives ISS because of a discipline problem and withdraws to avoid serving the ISS, then returns to school later, the student will serve the days in ISS previously assigned, plus any additional days for insubordination or failure to accept discipline. Students who withdraw to avoid disciplinary action may not be allowed to return to West Laurens Middle School until the following semester.

POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORT (PBIS)

WLMS uses Positive Behavior Interventions and Support (PBIS) to maintain a school climate in which appropriate behavior is the norm. PBIS is an organizing framework used by schools to determine how best to operate as a community. Positive behaviors and expectations will be taught consistently while problem behaviors will be corrected continually.

RULES OF CONDUCT AND CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR

Administrative Discretion - It is at the discretion of the administration to revise any rule, regulation, or consequence in this handbook without prior written notification. Every possible instance requiring administrative action cannot be covered in this handbook, and no handbook can list every possible example of poor judgment. However, students will be held accountable for any unwritten rule or regulation that might impede the educational process of West Laurens Middle School. Attempts will be made to contact parents regarding the behavior of their children.

1. **Abuse to School Personnel:** Any person other than a student at a public school who has been advised that minor children are present and continues to upbraid, insult, or abuse any public school teacher, administrator, or bus driver may be ordered to leave the school premises or school bus. Upon failure to do so such person shall be guilty of a misdemeanor and, upon conviction thereof, shall be punished by a fine not to exceed \$500.00.
2. **Assault/Battery:** Assault, including threats of bodily harm and/or sexual assault, of teachers, administrators, other school personnel, other students, or persons attending school-related functions. **There is a legal requirement of immediate suspension and automatic referral to a disciplinary tribunal if a student is alleged to have committed an assault upon a teacher or other school personnel;** possible referral to a disciplinary tribunal if a student is alleged to have committed an assault upon another student or a person attending a school-related function.
3. **Battery:** Including sexual battery of other students, or persons attending school-related functions: **Possible referral to a disciplinary tribunal and to law enforcement** if a student is alleged to have committed battery upon another student or a person attending a school-related function. **Student may receive 10 days out of school (OSS) and juvenile complaint may be filed.**
4. **Bullying:** Bullying is a serious offense and will not be tolerated by LCBOE. **First Offense:** 1 day OSS and parent contact. **Second Offense:** 3 days OSS and student will be placed on a behavior contract. **Third Offense:** Suspended until tribunal hearing. The student will go before a tribunal hearing panel for possible alternative school placement, long-term suspension, or expulsion. Georgia law mandates that upon a finding by a disciplinary tribunal or hearing officer that a student in grades 6-12 has committed the offense of bullying for the third time in a school year, the student shall be assigned to an alternative school (O.C.G.A. §20-2-751.4). (See bullying in definitions section.)
5. **Bus Discipline** – See Page 43 for LCBOE Bus Procedures
6. **Cafeteria Etiquette:** Students are expected to observe appropriate table manners while eating, including clearing their place at the table and surrounding area when finished. Students may not leave the table until given permission to do so by the cafeteria monitor. All students at a table are responsible for the condition of the table and surrounding floor. **Consequences may include: clean up, assigned lunch seat, break detention, after-school detention, and ISS/OSS.**
7. **Cheating:** Plagiarism, cheating, or copying from another student either on paper or computer, on tests, classroom work, homework or exams will not be tolerated. No cell phones, mp3 players, or electronic recording devices will be allowed during class exams. **Consequences may include a grade**

of 0, parent contact and ISS/OSS. Any student accused of an act of plagiarism may appeal to the administration. Administration reserves the right to offer the student an alternate assignment.

8. **Computer Hacking:** Defined as intentionally accessing a computer, network, or peripheral device without authorization or which exceeds authorized access. This includes, but is not limited to, visiting inappropriate websites and logging into another student's account/applications including Aspen and Clever. Violations which compromise any level of security for individual user accounts or any school networks will result in 5-10 days of OSS, possible disciplinary tribunal, and could result in criminal prosecution.
9. **Computer Vandalism:** Defined as altering in any way the physical components of any computer system or network, which belongs to Laurens County Schools. Depending on the severity of the offense, the consequences can range from ISS/OSS to criminal damage of property charges. Full restitution must be made for equipment that is irreparably damaged.
10. **Criminal Law Violations:** A student who has committed a violation of the criminal laws and whose presence on the school campus may endanger the safety of other students or cause substantial disruption to the school operation may be subject to disciplinary action, **including in school suspension, short term suspension, and referral to a disciplinary tribunal.**
11. **Destruction of Property or Vandalism:** The consequences for destruction of property, theft or vandalism will be at the discretion of the administration and may include **ISS or OSS. Full restitution is expected.**
12. **Disrespectful Behavior, Insubordination, or Defiance:** Any student who is discourteous, insubordinate, ill-mannered, or fails to identify himself correctly when asked by a teacher, administrator, substitute teacher or staff member during the school day or school event will receive disciplinary action. **First Offense:** 1 day of ISS; **Second Offense:** 2 days of ISS; **Third Offense:** 3 days of ISS. (Corporal punishment may be substituted at discretion of administration.)
13. **Disruptive Behavior:** Any behavior that disrupts the educational process will be considered disruptive. **First Offense:** 1 day of after school detention; **Second Offense:** 1 day of ISS; **Third Offense:** 2 days of ISS; and **Subsequent Offenses** will result in OSS.
14. **Dress Code:** Good personal appearance, appropriate dress, proper behavior, and cleanliness are vital to each member of the school community. Developing good tastes in attire, good grooming habits, and good behavior are a part of the educational program. Students of the Laurens County School System are expected to dress in a manner that is supportive of a positive learning environment that is free of distractions and disruptions. There is a direct correlation between student dress and student behavior. Students will be expected to observe modes of dress, styles of hair, and personal grooming which support the learning environment. The purpose of this dress code is to assure that consistency and interpretation is implemented county-wide, thus providing equitable treatment for all students. In making a judgment concerning the appropriateness of a student's dress or grooming, the principal should adhere to the guidelines set forth in the procedures that accompany this policy. The principal of the school is charged with the enforcement of the student dress code. Students who are found to be in violation of the dress code are subject to disciplinary action.

SPECIFIC REQUIREMENTS FOR MIDDLE SCHOOL AND HIGH SCHOOL (6-12)

- All items of clothing should be clean and appropriate for school. **They should not be too tight, improperly revealing, or allow undergarments to be seen.**
- Garments, jewelry, or articles of clothing should not display emblems related to alcohol, illegal or abusive substances, gangs, violence, sex, or obscenities. Clothing must be free of words or symbols that are offensive or demeaning to others. This guideline also applies to clothing worn at any school function.
- Shorts and skirts must reach the top of the knee while standing.
- If leggings are worn in place of pants, the shirt must extend to midway between fingertip length and the top of the knee while standing.
- Guidelines for shorts and skirts apply even if leggings are being worn beneath the shorts or skirt.
- Holes in jeans, pants, shorts, or skirts must be below the required shorts length and modest in size. Holes above the specified short/skirt/dress length are unauthorized.
- Shoulder straps on shirts with no sleeves must be 3" wide.
- Shirts must be long enough to tuck in. Midriffs and undergarments must be covered.
- Shorts, pants, and skirts must be worn at waist level. Clothing should be properly fitted to prevent sagging of pants or shorts.
- Pants should not extend below the heel of the shoe. Sagging, extremely baggy or wide pant legs, which present a safety hazard, are not to be worn at school.
- Hats, caps, sweatbands, bandanas, sunglasses, goggles, or other head coverings are not to be worn in the building. Bandana paisley print is not permitted on campus.
- Shoes must be worn at all times and should be appropriate for school activities. (For example, bedroom shoes and cleats are not permitted at school.)
- Pajamas, sleep or loungewear are prohibited.
- Long/trench coats are prohibited.

****NOTE:** Certain school environments or classes may require more restrictive dress due to safety issues. (Ex: CTAE classes, science labs, physical education) Students are expected to comply with safety guidelines. Student dress and appearance are the responsibility of the student and parent. All teachers and administrators will enforce the dress code on a daily basis.

Dress Code Discipline – First and Second Offenses: Student will be allowed to change. If student cannot or refuses to change clothing on the 1st and/or 2nd offense, he/she will serve ISS. **Third and Subsequent Offenses:** ISS

15. **Electronic Devices (Cell Phones)**

- A. Electronic Devices/ Cell phones are permitted on campus; although, the use of cell phones during class time is prohibited. The following policy guidelines must be adhered to:
 1. Electronic devices may be in the possession of a student at any time, but **may not be in use (which includes powered on) from 7:50 AM until 3:05 PM. Cell phones may not be used during lunch, break or in hallways.**
 2. Cell phones and other electronic devices may be additionally used for educational purposes when approved by the administration. If cellular phone use is permitted by the

administration, phones may only be used for educational purposes while under the direct supervision of a teacher. Students are to use Chromebooks whenever possible.

B. Failure to comply with the aforementioned policy will result in the following consequences:

1. **First Offense: Cell phone or electronic device will be confiscated and surrendered to a parent/guardian before 7:45AM or after 3:15PM with a student, parent, and administrator endorsement of the electronic devices agreement.**
2. **Second Offense: Cell phone will be confiscated and returned to a parent/guardian after three full school days before 7:45 AM or after 3:15 PM.**
3. **Third Offense: Cell phone will be confiscated and returned to a parent/guardian after five school days before 7:45 AM or after 3:15 PM.**

The LCBOE, WLMS, and its employees will NOT be responsible for any item lost or stolen in relation to this policy including any item confiscated by school personnel as a result of violation of this policy. WLMS does not have the resources and/or the capacity to ensure confiscated items can be secured while being held; therefore, parents or guardians and students have the ultimate responsibility. Parents or guardians must bear this in mind when students are allowed to bring cellular phones or electronic devices to school. Phones not claimed at the end of the school calendar year may be donated to charity. Damaged and/or lost phones/technology is the responsibility of the student.

16. **Fighting:** Fighting at school, on school bus, or at school activities is a serious offense and will not be tolerated by LCBOE. **First Offense:** 3 days out of school suspension (OSS) for all parties involved in the fight and the students will be placed on a behavior contract. Also, the student(s) may have charges filed. **Second Offense:** Suspended until tribunal hearing. The student(s) will go before a tribunal hearing panel for possible alternative school placement, long-term suspension, or expulsion. Also, the student(s) may have charges filed.
17. **Gambling or Possession of Gambling Devices:** **First Offense:** 2 days ISS; **Second Offense:** 3 days ISS; **Third Offense:** 5 days OSS
18. **Gang Related Activity:** Gang affiliation and/or behavior is prohibited. Any student who is found to have knowingly or intentionally actively participated in a criminal gang, or student who knowingly or intentionally solicits, recruits, entices, or intimidates another individual to join a criminal gang will automatically be suspended (OSS), referred to law enforcement, and possible tribunal.
19. **Giving False Information to a School Official, Dishonesty, Forgery:** Students who are found to have provided false information to a school employee may be subject to **parent contact, ISS or other suspension deemed by the administration. This includes forging notes, absence excuses, passes, etc.**
20. **Harassment:** It is the policy of the Laurens County School District that racial, sexual, physical, verbal, or other forms of harassment (as defined pursuant to Title IX of the Education Amendments of 1972) or discrimination are strictly forbidden. Any student or employee who believes he or she has been subjected to harassment or discrimination by other students or employees of the school district based upon his or her race, color, religion, national origin, age, disability or sex should promptly report the same to the principal of their school. The principal will implement the board's discriminatory complaints or harassment procedures. Students are encouraged to report harassment or discrimination to their school counselor or to a teacher or a school administrator. Students and

employees shall not be subjected to retaliation for reporting such harassment or discrimination. All allegations of harassment shall be fully investigated and immediate and appropriate corrective disciplinary action shall be initiated. A substantiated charge against a student shall subject that student to disciplinary action including **suspension, expulsion, and/or recommendation for applying to alternative school.**

Any behavior based on a student's race, national origin, sex, or disability that is unwelcome, unwanted, and/or uninvited by the recipient is prohibited, including verbal or non-verbal taunting, physical contact, unwelcome sexual advances, request for sexual favors and other verbal or physical contact of a sexual nature.

Minor Offense - (as determined by WLMS administration) will result in parental contact, documentation of the case, and other disciplinary actions as needed. Legal charges may be made. If offense occurs again, the student will be suspended for three days.

Major Offense - (as determined by WLMS administration) will result in suspension until tribunal hearing can be held. The parents of the harassed student and/or school administration may make legal charges.

21. **Hazardous Materials:** Items not deemed to be a drug, illegal substance, or weapon by the definition or law enforcement but can still cause harm to others will be considered a hazardous material. These materials include but are not limited to non-prescription medicine not registered with nurse, items with a sharp point or blade not intended for school use, chemicals/liquids not intended for school use. **Students in possession of these items will be suspended from school for a minimum of three days.**
22. **Horseplaying:** Any student who is found to have pushed, poked, grabbed, tripped, elbowed, patted, or any other horseplay. **First Offense:** Warning; **Second Offense:** 1 day of ISS; **Third Offense:** 2 days of ISS; and **Subsequent Offenses** will result in OSS
23. **Illegal Substances:** Possession, distribution, or use of illegal drugs or improper use of any other substances, including alcohol, is not allowed on campus.
 - A.** In order to provide a safe, healthy learning environment for the students of the Laurens County School System and recognizing that the use of drugs and the unlawful possession and use of alcohol is wrong and harmful, a student shall not: possess, attempt to possess, sell, use in any amount, distribute or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturates, marijuana, drug paraphernalia or alcoholic beverage or other intoxicant; possess, distribute, attempt to sell or sell substances represented as drugs or alcohol; sell, attempt to sell, distribute or abuse the lawful use of a prescription medicine or over-the-counter drug.
 - B.** Prescription medicine, inhalers, and over-the-counter medicines used for illness must be kept in their original containers and registered with the nurse until consumed. It is a violation of Georgia's Controlled Substance Act for them to be removed from their original containers. Each school shall include in its student handbook procedures for maintaining and dispensing medications at school for those students who must take the medication during the school day.

C. Look-alike drugs will be treated in the same manner as illegal substances.

D. All suspected cases of violation of these rules shall be reported by school staff members to the school principal and/or his/her designee.

Any student accused of violation of these rules shall be afforded due process procedural rights and upon determination of guilt will be subject to disciplinary sanctions, up to and including expulsion. Notification of parents or guardians and referral to the appropriate law enforcement agency for prosecution is mandatory by law. **First Offense – 10 days OSS or referral to Tribunal Hearing. Second Offense – Suspended until Tribunal Hearing.** Students whose property or person has been determined by sheriff's department personnel to have concealed an illegal substance will be punished. Students distributing drugs will be automatically suspended, recommended for a tribunal hearing and referred to the Sheriff's Department, or file a complaint with the Department of Juvenile Justice.

24. **Instigating Problems:** Students who are found to have incited, advised, or counseled others to engage in prohibited acts resulting in the disruption of school operations through any means including but not limited to taunting, social media, and/or spreading rumors will face disciplinary action to include no less than **two days ISS**.
25. **Lack of Cooperation:** Any student that fails to comply with direction from a WLMS staff member will be deemed uncooperative. **First Offense:** 1 day of after school detention; (A student who has teacher documentation that student has been disciplined within the class will receive more than a day of detention on the first referral.) **Second Offense:** 1 day of ISS; **Third Offense:** 2 days of ISS; and **Subsequent Offenses** will result in OSS
26. **Leaving Campus Without Permission:** Students are not allowed to leave campus without having been signed out by an adult on the approved list in the main office. Students who are off campus and have not been signed out will be punished at the discretion of the administration.
27. **P.E. Dressing and Participation:** Students will be afforded the opportunity to dress for Physical Education at West Laurens Middle School in appropriate physical education clothing each day that abides by the school dress code. Students are not required to dress out; however, their attire must be suitable for physical education activities including proper athletic shoes. Students will be graded daily per a scoring rubric and are expected to be actively engaged during physical education class instruction and activities as assigned. Students who refuse will be deemed uncooperative and may be subject to disciplinary actions.
28. **Profanity:** Profanity, offensive, vulgar, or abusive language should not be used at school, in class, on school grounds, or at school activities. The use of profanity or vulgar gestures toward a staff member will not be tolerated and will be treated severely at the discretion of the administration and will result in: **First Offense:** 1 day of ISS or after school detention (at administrator discretion); **Second Offense:** 1 day of ISS; **Third Offense:** 2 days of ISS; and **Subsequent Offenses will result in OSS**. Any students who use profanity directly towards any staff member is subject to: **First Offense:** 1 day of OSS and a Behavior Contract and **Second/Subsequent Offenses:** Student may be referred to a tribunal.
29. **Public Display of Affection:** Both male and female students at school or school-sponsored events should conduct themselves in a mature and responsible manner. Students shall have no physical

contact with others that would be considered inappropriate or sexually suggestive. **First Offense:** Warning; **Second Offense:** 1 day ISS; **Third Offense:** 2 days ISS; **Fourth Offense:** 3 days ISS

30. **Skipping Class/Homeroom/Assembly:** A student who skips a class during the school day will receive a "0" for that day in the subject missed. A student who is doing work for another teacher or is in another area other than his designated classroom (such as the restroom) without permission from his teacher or an administrator will be considered skipping. Students who leave their classroom during class time for any reason will make up the time missed in class at their teacher's discretion at break, before or after school, or during lunch break. Any student out of class FOR ANY REASON during the school day must have permission from a teacher entered on the sign out page of his/her agenda book. Sick in the restroom without notification is skipping class. Being more than 5 minutes late to class is skipping class. **First Offense:** 1 day ISS; **Second Offense:** 3 days ISS; **Third Offense:** 5 days ISS/Behavior Contract; **Fourth Offense:** 3 days OSS/Tribunal
31. **Slap Boxing/Wrestling:** Any student who is engaged in nonmalicious physical aggression that is not deemed a fight. **First Offense:** 3 days of out of school suspension (OSS) for all parties involved; **Second Offense:** 5 days out of school suspension (OSS) and students will be placed on a behavior contract; and the **Third Offense:** will result in student being suspended until tribunal hearing.
32. **Tardies:** Students arriving at school after 8:05 AM are tardy and should report to the main office to sign in upon arrival. Students who are tardy to class will be subject to the same procedure/consequences. SEE TARDY PROCEDURE in Part One.
33. **Textbooks and Other Instructional Resources:** Students are responsible for the care and protection of textbooks, library books, and other instructional resources, including electronic devices, issued by the district. Failure or refusal to pay for a lost or damaged textbook, library book, or other instructional resources at the replacement cost may result in:
 - (1) Refusal to issue any additional textbooks, electronic devices, library books, or instructional materials until restitution is made; or
 - (2) Withholding of all report cards, certificates of progress, or the privilege of participating in any extracurricular activities until restitution is made.
 - (3) Placed on the Outstanding Obligation List
34. **Threats or Threatening Gestures:** Verbal or written, toward any member of the student body or school personnel will be treated severely at the discretion of the administration.

Minor Offense: (as determined by WLMS Administration) will result in parental contact and/or corporal punishment or ISS

Major Offense: (as determined by WLMS Administration) will result in parental contact and long term ISS, suspension, tribunal hearing and/or criminal charges.
35. **Tobacco/E-Cigarettes:** West Laurens Middle School is a tobacco-free campus. Tobacco is illegal for a minor to buy. Possession or use of tobacco products or smoking paraphernalia, including lighters, cigarettes, pipe tobacco, snuff, rolling paper, pipes, vape pens, vape juice, and chewing tobacco will not be tolerated. Any student in possession of any tobacco products will be sent home as outlined below, will be subject to daily searches, and may be required to report on tobacco-related illnesses. **First Offense:** 2 days ISS and completion of SEL Tobacco/Vaping Modules; **Second Offense:** 2 days

OSS and Behavior Contract; **Third Offense and Subsequent Offenses:** Suspended until a tribunal.

The student will go before a tribunal hearing panel for possible alternative school placement, long-term suspension, or expulsion.

36. **Verbal Confrontation/Picking on Others:** Any student who engages or participates in a verbal confrontation. This includes picking on others. **First Offense:** Warning; **Second Offense:** 1 day of ISS; **Third Offense:** 2 days of ISS. Evidence of habitual picking on others will be treated with administrator discretion.
37. **Vulgar Material:** The use, possession and/or distribution of vulgar materials including pornography will not be tolerated. This also includes sayings, writings and images on clothes. **Consequences are at the discretion of the administration.**
38. **Weapons:** Students found within their possession a firearm, explosive device, or similar weapon, as described in the weapons definition of this handbook will be subject to expulsion from school and referral to law enforcement. **Students who possess such weapons on campus will be subject to a minimum of a one calendar year suspension and will be referred to law enforcement officials.** (O.C.G.A. §20-2-751.1 and O.C.G.A. §16-11-127.1)
Note: Students who possess hazardous objects that are not included in the weapons definition will be subject to a minimum of three days OSS.
39. **Physical violence against a teacher, school bus driver, or other school personnel:**
 - (1) Immediate suspension and automatic referral to the disciplinary tribunal
 - (2) The student may be subject to expulsion, long-term suspension, or short-term suspension if found by a tribunal to have intentionally made physical contact of an insulting or provoking nature.
40. **Selling of items:** Items sold at school shall be approved by the Laurens County Board of Education and West Laurens Middle School. The selling of any other items is strictly prohibited on campus.
41. **Theft:** Consequences may include suspension, disciplinary tribunal, and criminal charges.
42. **Terroristic Threats or Acts:** Activating a fire alarm under false pretenses, making a bomb threat, or prank 911 calls will result in out of school suspension, disciplinary tribunal, and criminal charges.

Behavior Not Covered Above:

The school reserves the right to punish behavior which is not deemed appropriate by the administration, even though such behavior is not specified in the preceding written rules. Punishment of such behavior will be at the discretion of the administrative staff. Any action that interferes with learning will not be allowed. GA Code 20-2-1181 states that it is unlawful for any person to disrupt or interfere with the operation of any public school. This includes but is not limited to, continued classroom disruptions by a student. Any student who continually or severely disrupts a classroom and teaching time could not only be suspended from school but may also face criminal prosecution under this law. The principal will make and enforce such rules as are necessary for the efficient operation of the school even though the rules are not specifically stated elsewhere. The policies and procedures of the Laurens County Board of Education will be in effect at West Laurens Middle School. Teachers assigned to teams of students will

be responsible for maintaining appropriate behavior at school. The following actions will usually occur prior to any teacher referral to the administration for minor infractions of the code of conduct:

- **Step 1:** Teachers will meet to discuss student problems.
- **Step 2:** Teachers will meet with the student to discuss problems.
- **Step 3:** Teachers will meet with the parent and the student to discuss problems.
- **Step 4:** Teacher will submit disciplinary referral to the school office.

PART III - BUS PROCEDURES

Laurens County Schools Bus Discipline Codes

Amended on October 25, 2002

Revised 4/25/17

The behavior of students while riding Laurens County School Buses is one of the most important factors concerning transportation safety. A school bus driver's attention should always be on the conditions of the road. Students too often distract the drivers, sometimes to the point that drivers must focus all their attention on discipline problems instead of driving. Students can follow a few rules to make riding buses safe and enjoyable. Violation of these rules may subject the offender to disciplinary action -for example, revocation of riding privileges for a period of time.

- Observe the same conduct as in the school setting.
- Be courteous; use no profane language.
- Do not eat on the bus.
- Keep the bus clean.
- Cooperate with the driver. The driver is authorized to assign seats.
- Do not infringe on the rights of others.
- Stay in your seat while the bus is in motion.
- Keep head, hands, and feet inside the bus.
- Do not throw objects in or out of the bus. (Discretion may be used as to the severity).
- Students should remain quiet at all railroad crossings.
- Use electronic devices appropriately (remove earbuds when entering/exiting the bus; refrain from the use of phone for phone calls, photography, videoing; refrain from viewing/sharing inappropriate content; use earbuds when music or sound is emitted from device).
- Refrain from the use of lasers, flashes, or other reflective devices that might interfere with the driver's operation of the bus.
- Glassware, flowers and/or balloons should not be brought on the school bus.

MINOR BUS DISCIPLINE

The Laurens County School System provides bus transportation. It is a service to the community by the school system. Students are expected to conduct themselves properly at all times. Any activity that will distract from safe handling of the bus is to be avoided.

School administrators will handle any infractions per driver's request following progressive discipline procedures. A student's failure to comply with bus expectations could result in suspension from the bus, corporal punishment (K-8), or loss of bus riding privileges for a period of time. If the behavior is not corrected, a tribunal may be held to consider the loss of riding privileges indefinitely.

First Offense:	Student Counseled
Second Offense:	Parent Contact Letter
Third Offense:	Suspended from the bus two days
Fourth Offense:	Suspended from the bus three days
Fifth Offense:	Suspended from the bus five days
Sixth Offense:	Suspended from the bus seven days

- Seventh Offense:** Suspended from the bus ten days
Eighth Offense: Suspended from the bus until tribunal hearing is held

MAJOR BUS DISCIPLINE: (Code section 20-2-751.6)

- Fighting on the bus (suspension from bus AND school in middle and high school)
- Verbal assault or being disrespectful to bus driver or school personnel
- Possession of or use of electronic smoking devices, tobacco products, lighters, or matches
- Vulgar language
- Undue sexual familiarity
- Harassment of other students or bus driver
- Disrespectful conduct toward students
- Bullying

- First Offense:** Suspended from the bus for three days
Second Offense: Suspended from the bus for five days
Third Offense: Suspended from the bus until a tribunal hearing is held

The following actions will also be considered major bus discipline issues by West Laurens Middle School.

- Damaging bus seats or property (**restitution as determined by LCBOE Transportation Department must be made before student can return to bus**).
- Throwing items, changing seats while bus is in motion, or any other action that may hinder driver's concentration.
- Riding any express bus other than the one assigned by administration. **First Offense** – 1 day bus suspension, **Second Offense** – 3 days bus suspension, **Each Subsequent Offense** – 5 days bus suspension.

Administrative discretion may be used in any of the following offenses:

- Vandalism of a school bus (burning, cutting, punching holes in seats, etc.) will result in suspension from the bus until damage amount is paid.
- Possession of any weapon or objects used as a weapon, other than a firearm, will result in suspension from the bus until a parent conference or tribunal hearing is held, along with appropriate criminal charges being filed.
- Possession of any firearm, drugs, or alcohol will result in suspension from all buses and school, until a tribunal hearing is held. Such cases may be turned over to law enforcement officials.

When a student is suspended from riding the bus, written and/or verbal contact must be made with the parent. When a student is suspended from the bus, he is suspended from all Laurens County buses! If a student is caught riding any bus while suspended, that student will receive 5 additional days suspension from bus privileges.

Administrative discretion may be used in dealing with students on any offense, except those involving cases of assault, weapons, and drugs.

APPENDICES

Laurens County Student Health Information

Clinic Referrals: Students must have a clinic referral form from their teacher prior to being sent to the school nurse. (with exception of emergencies)

Clinic & Health Information & Permission Form: A completed and signed permission form must be on file in the clinic before any treatment, other than emergency care, is given. Each LCBOE school will send home the *Clinic & Health Information & Permission Form* for the parent or guardian to complete for his/her child. The form should be returned to the school nurse by means of the teacher. If at any time a contact number changes, it is the parent's duty to notify the office and the clinic for emergency purposes.

Medications: Medications should not be given at school unless absolutely necessary. Medications are a parental responsibility. An adult must bring and pick up all medication. Under no circumstances should medication be transported on the bus or the student. ALL medications must be brought and kept in the original container and stored in the clinic. Any medications that are not in the original container will not be administered and will be confiscated for pick up by the parent or guardian. Medications will only be given with the written consent of the parent/guardian, AND if medications are prescribed for administration specifically during school hours. Medication administration must be documented and a *Medication Authorization Form* may be required. A teacher or paraprofessional may not administer medications unless authorization is obtained from the principal. Students are responsible for coming to the clinic at the correct time to take medications. The school cannot be held responsible for missed doses, although we will try our best to make sure this does not happen. Students are not allowed to carry prescription medications unless the student has asthma or anaphylactic reactions AND is authorized to self-administer his/her medication by the nurse.

Over-the-Counter Medications: As stated above, the *Clinic and Health Information and Permission Form* will be sent home with each student. In order for the student to receive the over-the-counter medications listed on the form, the form must be completed and returned at the start of school. Over-the-counter medications can be given according to label recommendations only, unless otherwise ordered and documented by a physician. **Over-the-counter medication will be administered by the school nurse only unless physician order or parent note is received, and the parent provides the medication. If physician order or parent note and medication is received, trained staff will be able to administer over-the-counter medication.**

Essential Oils: Essential oils are not FDA approved; therefore, students are not allowed to bring them to school, nor can they be administered by LCBOE staff.

Illness/Injury: All accidents must be reported to an administrator and the school nurse. Students who have a communicable illness should not attend school. Students who are running a fever (greater than 100.2°F) should not attend school. Additionally, students should be fever free and symptom free (including diarrhea and vomiting) for 24 hours before returning to school. Students who are too sick to attend class will be sent home from school. In case of illness or injury, the school nurse will render first aid and notify the parent(s) or guardian(s). If emergency medical attention is needed, 911 will be

called, and the student will be taken to Fairview Park Hospital. If a child's accident needs emergency care, a member of the administrative staff will make necessary decisions, and the parent or guardian will be contacted.

Head Lice: Students may be checked periodically, or as needed, if head lice are suspected. If a child is identified with lice and/or live nits (eggs), the child will be removed from the classroom, and the parent or guardian will be notified to pick up their child. The student is given **ONE** excused absence for the treatment of head lice. If the student is sent home prior to 11:30 a.m., that day will become the one excused day. Information on the procedures for care and removal of the lice/nits will be available upon request from the school nurse. In the event of an infestation, the child's siblings that attend other county schools may be checked and will be sent home if necessary. **Until the student is cleared by the school nurse, the student may not ride the school bus.** A parent, guardian, or other adult designee, is required to bring the child(ren) to school to be cleared of lice and/or live nits, by the nurse or administration, before returning to the classroom. Chronic problems with head lice will be referred to the Laurens County Social Worker or other Laurens County Agency.

Bedbugs: If a student has a visible bedbug bite, the bite will be treated at school and the parents will be notified. If live bedbugs are found on the clothing/book bag, the parents will be contacted to pick up the child. The classroom will be treated. Chronic problems with this will result in a visit from the Laurens County Social Worker or other Laurens County Agency.

Ringworm: If a student has a visible, new ringworm noted, the parent(s) or guardian(s) will be called to come pick up the student. The treatment for ringworm is treatment with an antifungal cream, as recommended by their primary healthcare provider. Ringworm of the scalp usually requires several weeks of an oral antifungal medication. Once the student has been on antifungal medication for 24 hours, the student may return to school with the ringworm covered.

Scabies: Scabies is a highly contagious skin disease caused by a mite. The mite burrows under the skin and causes intense itching and a rash. If a student is found to have any signs of scabies, the parent(s) or guardian(s) will be called to pick up the student. The student may return to school 24 hours after treatment has begun with a note from his/her primary healthcare provider.

Conjunctivitis (Pink Eye): If a student is suspected of having pink eye, the parent(s) or guardian(s) will be called to come pick up their child from school. Pink eye is highly contagious and is usually caused by a virus or bacteria. A child should be seen by his/her eye doctor or primary healthcare provider to determine the cause. The student may return to school 24 hours after treatment has begun with a note from his/her physician.

Staphylococcus Aureus (Staph): If a student is suspected of having staph infection, the parent will be called to come pick up the child to take for further evaluation. Staph is highly contagious, and if left untreated can cause systemic complications. The student may return 24 hours after treatment has begun, with the area covered and a note from the physician.

Hospital Homebound: Laurens County Schools has a Hospital Homebound Program (HHB) for students enrolled in Laurens County Schools who have a medically-diagnosed physical or psychiatric condition that restricts them to a hospital or their home for a period of time that will **significantly** interfere with

their education. HHB forms can be obtained through the school office. To be eligible, the HHB request must be completed by both the parent and the licensed physician/psychiatrist who is currently treating the child's current condition(s). The completed packet must be submitted to the school principal. After the principal reviews the request, he/she will submit the request to the district for eligibility determination based upon the GADOE HHB Services Guidance. Students are not eligible for this program if the absence(s) is/are due to communicable disease (except as specified in State Board Policy JGCC).

Immunizations & Health Certificates: Every student must have an updated immunization record on file at school. Georgia Law requires all students in PK-12th grade to be immunized with all required vaccines at the time of first entry in school. It is the responsibility of the parents to provide these records to the school.

All students, regardless of grade, including foreign exchange students, must have the *Georgia Department of Human Resources Immunization Certificate (DPH)* (Form 3231) marked "Complete for School" unless any of the following situations exist:

1. **Medical Exemption:** A medical exemption for a vaccine should be completed on the *GA DPH Certificate of Immunization* (Form 3231) only when there is a physical disability or condition that contraindicates immunization for that particular vaccine. In this case, the Form 3231 has an expiration date of no more than 12 months from the date of issue, and the exemption must be indicated directly on Form 3231. There must be an annual review of the medical exemption, and certificates must be reissued with or without indication of the medical exemption.
O.C.G.A. § 20-2-771
2. **Religious Exemption:** Under the Georgia Department of Public Health Rule 511-2-2-.07 Religious Objections to Required Immunizations, persons who wish to register a religious objection to the vaccination of their child shall do so using the DPH Form 2208 *Affidavit of Religious Objection to Immunization*. The notarized affidavit must be provided to the school upon enrollment in lieu of the *GA DPH Certificate of Immunization* (Form 3231) The religious affidavit does not expire.

A student, regardless of grade level, who has never been in a Georgia public school, must also provide a *Certification of Eye, Ear, Dental and Nutrition Screening* form (EEDN Form 3300). Any child admitted to school without a certificate must present one within 90 calendar days.

MIGRANT

The purpose of the Migrant Education Program (MEP) is to ensure that migrant children fully benefit from the same free public education provided to other children. To achieve this purpose, the MEP addresses the special educational needs of all migrant children to better enable children to succeed academically. More specifically, the purpose of the MEP is to:

- Support high-quality, comprehensive educational programs for migrant children to reduce the educational disruption from repeated moves.
- Ensure that migrant children moving among states are not penalized by disparities between state curriculums, graduation requirements, academic content, or achievement standards.
- Ensure that migrant children are provided with appropriate opportunities to meet the same challenging state academic content and student achievement standards that all children are expected to meet.
- Design programs to help migrant children overcome educational disruption, culture & language barriers, social isolation, health related problems, and other factors that inhibit their ability to do well in school.
- Ensure that migrant children benefit from state and local systemic reforms.

For more information contact the LCBOE Migrant Services Director, Mrs. Uniqua Flanders at 272-4767, uniquaflanders@lcboe.net or visit: <https://www.lcboe.net/Content2/6> and Select “Purpose of the Migrant Education Program”

HOMELESS

In accordance with the McKinney-Vento Homeless\Foster Care Assistance Act, as amended by the Evert Student Succeeds Acts,, the LCBOE will work with homeless and Foster Care children, youths, and their families to provide stability in school attendance and other services. Special attention will be given to ensuring the enrollment and attendance of homeless & Foster Care children and youths not currently attending school in a manner that will not stigmatize or segregate them on the basis of their status as homeless. Homeless students will be provided district services for which they are eligible, including Head Start and comparable pre-school programs, Title I, similar state programs, educational programs for students with disabilities or limited English proficiency, vocational and technical education programs, gifted and talented programs, and school nutrition programs. For more information contact the LCBOE Homeless Liaison, Marquita Timmons at 478-279-3495, marquitatimmons@lcboe.net or visit: <https://www.lcboe.net/Content2/380> and Select “McKinney-Vento Homeless Assistance Act”

LCBOE GIFTED & TALENTED

Our mission is to provide gifted education services that are tailored to the intellectual, academic, creative, social, emotional, and motivational needs of the gifted student. For more information, contact the LCBOE Gifted Coordinator, Mrs Dana Hall at 478-272-4767 or danahall@lcboe.net or visit: <https://www.lcboe.net/Content2/242>

HB251

HB251 Laurens County School-to-School Transfer Requests. The Laurens County Board of Education, in compliance with House Bill 251 (HB251), has developed a process giving Laurens County parents/guardians the option to request that their children attend any Laurens County school in the system, based on space availability. In accordance with the law, Laurens County has

developed a process for parents to exercise the school transfer option and a process to determine space availability. For more information pertaining to the Laurens County School-to-School Transfer Request option, request submission deadlines, the implementation procedures, a preliminary list of schools with available classroom space, and an application to request a transfer, please contact LCBOE Central Registration at 272-4767.

FRAUD, WASTE, ABUSE AND CORRUPTION

All employees, board members, consultants, vendors, contractors, and other parties maintaining a business relationship with the Laurens County School District shall act with integrity and due diligence in matters involving District fiscal resources.

Employees who suspect that financial fraud impropriety or irregularity has occurred shall immediately report those suspicions to their immediate supervisor and/or the Superintendent/Designee, who shall have the primary responsibility for initiating necessary investigations. Investigations shall be conducted in coordination with legal counsel and/or other internal or external departments or agencies as appropriate.

For more information on LCBOE's Fraud Prevention Regulations please visit

<https://www.lcboe.net/Content2/380> and select Laurens County Fraud, Waste, Abuse and Corruption Policy"

COMPLAINT PROCEDURE

Any individual, organization, or agency (complainant) may file a complaint with the Laurens County BOE if that individual, organization, or agency believes and alleges that the LCBOE, GA Dept. of Ed., or any agency or consortium of agencies is violating a federal statute or regulation that applies to a program under Title I, Part A of the Elementary and Secondary Education Act of 1965 (ESSA). The complaint must allege a violation that occurred not more than one year prior to the date that the complaint is received, unless a longer period is reasonable because the violation is considered systemic or ongoing.

As part of its assurances within the ESSA program grant application and pursuant to Section 9306 within the Title I, Part A of the ESSA the Laurens County BOE has adopted and posted local written procedures for the receipt and resolution of complaints alleging violations of law in the administration of covered federal programs.

Further information on the LCBOE Complaint Procedures is available on the website:

<https://www.lcboe.net/Content2/380> and select Laurens County Federal Complaint Procedure or by request at the Laurens County Board Office Reception Desk.

SPECIAL EDUCATION

Georgia Special Needs Scholarship

Under a new state law passed by the Georgia State Legislature in 2007, parents of students who receive special education services may choose to transfer their child to another public school or private school in Georgia. For more information on the Georgia Special Needs Scholarship and the parent application process, please visit the Georgia Department of Education's website at <http://public.doe.k12.ga.us/>.

Child Find Procedures for Laurens County Schools

Child Find is the school system's attempt to locate any children who are suspected of having a disability. Special education and/or related services may be recommended if a disability interferes

with a child's learning. Speech/Language Therapy, Physical Therapy, and Occupational Therapy are some of the related services that may be offered.

Special education is "specialized instruction" provided for students (ages 3-21) who are determined to have a specific disability as defined by Public Law 94-142 and amended by the 1997 Individuals with Disabilities Education Act. It may be provided by one or several special teacher(s). Also, related specialists will sometimes assist delivering services for a child.

When should a child be referred to Child Find?

- If there are birth complications or a condition that interferes with development and/or learning
- If a child appears to have social or emotional difficulties that interfere with his/her ability to learn
- If a child appears to learn more slowly than children his/her own age
- If a child has speech that cannot be understood by others
- If a child has difficulty seeing or hearing

Who may refer children?

- Parents/Legal Guardians
- Other Family Members
- School Personnel
- Physicians
- Child Care Providers
- Community Agencies
- Infants & Toddlers Program

Who do I contact?

Stacey Sanders
Special Education Coordinator
 Laurens County Board of Education
 467 Firetower Road
 Dublin, Georgia 31021
 478-272-4767

PROCEDURES WHEN DISCIPLINING CHILDREN WITH DISABILITIES:

School personnel may, for not more than ten (10) school days in a row, remove a child with a disability who violates the code of student conduct from his or her current placement to an appropriate interim alternative educational setting, another setting, or suspension without consulting the student's IEP Team. School personnel may also impose additional removals of not more than ten (10) days for separate incidents of misconduct, as long as those removals do not constitute a change of placement.

Once a child has been removed from his or her current placement for a total of ten (10), consecutive or non-consecutive, school days in the same school year, the school system must, during any subsequent days of removal in that school year, provide services that enable the child to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals set forth in the child's IEP.

Within ten (10) school days of any decision to change the placement of a child with a disability because of a violation of a code of student conduct (except for a removal that is less than ten school days and is not a change in placement), the school system, the parent, and relevant members of the IEP Team (as determined by the parent and the school system) must review all relevant information in the student's file, including the IEP, any teacher observations, and any relevant information provided by the parent to determine:

1. If the conduct in question was caused by, or had a direct and substantial relationship to, the child's disability; or

2. If the conduct in question was the direct result of the school system's failure to implement the child's IEP.

If the school system, parents, and relevant members of the IEP Team determine that either of these conditions was met, the conduct must be determined to be a manifestation of the child's disability. If the conduct was the result of the school system's failure to implement the IEP, the school system must take immediate action to remedy those deficiencies.

When the conduct is determined to be a manifestation of the student's disability, the IEP Team must conduct (or review if already in place) the functional behavioral assessment (FBA) and develop and implement (or review and modify) a behavioral intervention plan (BIP) for the student to address the behavior so as to prevent it from occurring in the future. The child shall be returned to the placement from which he or she was removed, unless the parent and the school system agree to a change of placement as part of the modification of the BIP.

If the determination is that the behavior of your child was not a manifestation of his or her disability, the relevant disciplinary procedures applicable to children without disabilities may be applied to the child in the same manner in which they would be applied to children without disabilities, except that the child must:

- a. Continue to receive educational services so as to enable your child to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals set out in your child's IEP; and
 - b. Receive, as appropriate, a FBA, and behavioral intervention services and modifications that are designed to address the behavior violation so that it does not recur.
1. If your child carries a weapon to school or to a school function, knowingly possesses or uses illegal drugs, sells or solicits the sale of a controlled substance while at school or a school function, inflicts serious bodily injury on another person while at school, on school premises, or at a school sponsored function, school system personnel may order a change in the placement of your child to:
 - a. An appropriate interim alternative educational setting, another setting, or suspension, for not more than 10 school days (to the extent such alternatives would be applied to children without disabilities), or
 - b. An appropriate interim alternative educational setting for the same amount of time that a child without a disability would be subject to discipline, but for not more than 45 days without regard to whether or not the behavior was a manifestation of disability.

The alternative educational setting shall be determined by the IEP Team.

2. School personnel may consider any unique circumstances on a case-by-case basis when determining whether a change in placement is appropriate.
3. An ALJ/hearing officer may order a change in the placement of your child to the IEP-determined appropriate interim alternative educational setting for not more than 45 days if the ALJ/hearing officer determines that maintaining the current placement of your child is substantially likely to

result in injury to your child or to others and determines that the interim alternative educational setting meets the requirements of paragraph (4).

4. Any interim alternative educational setting in which your child is placed pursuant to paragraph (1) or paragraph (4) in this section shall be selected so as to enable your child to continue to:
 - a. Receive educational services in order to participate in the general curriculum, although in another setting, and to continue to progress toward the goals set out in the IEP; and
 - b. Receive, as appropriate, the services and modifications of a FBA and BIP designed to address the behavior so that it does not recur.
5. If you request an expedited due process hearing regarding a disciplinary action described in paragraph (1)(b) or paragraph (3) to challenge the interim alternative educational setting or the manifestation determination, your child shall remain in the interim alternative educational setting pending the decision of the ALJ/hearing officer or until the expiration of the time period provided for in paragraph (1)(b) or paragraph (3), whichever occurs first, unless you and the State or the school system agree otherwise. Such expedited due process hearing must occur within 20 school days of the date the hearing is requested and must result in a determination within 10 school days after the hearing. A resolution session meeting must occur within seven (7) days of the date the hearing is requested, and the hearing may proceed unless the matter has been resolved to the satisfaction of both parties within 15 days of receipt of the hearing request. The decision of an expedited due process hearing may be appealed.
6. If a child has not been determined eligible for special education and related services and violated a code of student conduct, but the school system had knowledge before the behavior occurred that the child was a child with a disability, then the child may assert the protections described in this notice.
 - a. A school system has knowledge that the child may be a child with a disability if:
 - i. The parent of the child has expressed concern in writing that the child is in need of special education and related services to supervisory or administrative personnel or the teacher of the child;
 - ii. The parent requested an evaluation related to eligibility for special education and related services under the IDEA; or
 - iii. The child's teacher or other school system personnel expressed specific concerns about a pattern of behavior demonstrated by the child directly to the school system's director of special education or to other supervisory personnel of the school system.
 - b. A school system does not have knowledge if:
 - i. The child's parent has not allowed an evaluation of the child, has refused special education and related services, or has revoked consent for the delivery of special education and related services; or

- ii. The child has been evaluated and determined not to be a child with a disability eligible for services under the IDEA.

Seclusion and Restraint for all Students State Rule: 160-5-1-.35

The seclusion of students is prohibited in the Laurens County School System. The use of restraint is limited to those situations in which students are a danger to themselves or others. Prone restraints are prohibited in all situations. Laurens County Schools has adopted the HELP (Human Empowerment and Leadership Principles) program that focuses on maintaining a physically and emotionally safe environment. Training is provided to those staff who are in positions in which they may be called upon to physically restrain students. An update HELP training is provided annually. A Physical Restraint Incident Report Form should be completed on each incidence of restraint. **Written** notification should be provided to parents within a reasonable time, not to exceed one school day from the use of restraint, when physical restraint is used.

Dispute Resolution

The regulations for the IDEA set forth separate procedures for State complaints and for due process complaints and hearings. As explained below, any individual or organization may file a State complaint alleging a violation of any IDEA requirement by a school system, the State Educational Agency, or any other public agency. Only a parent or a school system may file a due process complaint on any matter relating to a proposal or a refusal to initiate or change the identification, evaluation or educational placement of a child with a disability, or the provision of a free appropriate public education (FAPE) to the child. While staff of the State Educational Agency generally must resolve a State complaint within a 60-calendar-day timeline, unless the timeline is properly extended, an impartial due process hearing officer must hear a due process complaint (if not resolved through a resolution meeting or through mediation) and issue a written decision within 45-calendar-days after the end of the resolution period, as described in this document under the heading Resolution Process, unless the hearing officer grants a specific extension of the timeline at your request or the school system's request. The State complaint and due process complaint, resolution and hearing procedures are described more fully in Your Rights as Parents – Regarding Special Education located at www.gadoe.org.

Notice of Rights of Students and Parents Under Section 504

Section 504 of the Rehabilitation Act of 1973, commonly referred to as “Section 504,” is a nondiscriminatory statute enacted by the United States Congress. The purpose of Section 504 is to prohibit discrimination and to assure that disabled students have educational opportunities and benefits equal to those provided to non-disabled students.

Section 504 Parent Notice

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.

- For more information on Section 504 rights, contact, Randy Gay at randygay@lcboe.net or 478-272-4767
- For information on Child Find Procedures, and/or Seclusion and Restraint please contact Stacey Sanders, Special Ed Director at staceysanders@lcboe.net or 478-272-4767
- Visit: <https://www.lcboe.net/Content2/20680> and Select "Child Find Procedures for Laurens County Schools

STATEMENT OF NONDISCRIMINATION

Federal law prohibits discrimination on the basis of race, color, or national origin (Title VI of the Civil Rights Act of 1964); sex (Title IX of the Educational Amendments of 1972 and the Carl Perkins Vocational and Applied Technology Education Act of 1990); or disability (Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990) in educational programs or activities receiving federal financial assistance. Employees, students, and the general public are hereby notified that the Laurens County Board of Education does not discriminate in any educational programs, activities, or policies.

The HR Director is the employee responsible for coordinating the school system's effort to implement this nondiscrimination policy. Inquiries concerning the application of the Perkins Act, Title VI, Title IX or Section 504, and ADA to the policies and practices of the school system may be addressed to the HR Director at the Laurens County Board of Education 467 Firetower Rd, Dublin, Ga 31021; to the Georgia Department of Education, Twin Towers East, Atlanta, Georgia 30334; and/or to the Regional Office of Civil Rights, Education Department, Washington, DC 20201.

DISCRIMINATION/HARASSMENT REPORTING

The Laurens County School System does not discriminate on the basis of race, color, religion, national origin, age, disability, or gender in employment decisions or educational programs and activities, including athletic programs. Any individual who believes he/she has been subjected to harassment or discrimination by students or employees of the school district based upon any factors listed should promptly report the same to any teacher, counselor, or the principal.

As required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990, The Laurens County Board of Education does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission to its programs, services or activities, in access to them, in treatment of them, in treatment of individuals, or in any aspect of their operations. For additional information, please contact the Laurens County Board of Education.

Dublin City and Laurens County Schools Attendance Protocol

All students must comply with the following attendance requirements.

I. Definitions:

A. Compulsory Education:

Every parent, guardian, or other person residing within this state having control or charge of any child or children between their sixth (6th) and sixteenth (16th) birthdays shall enroll and send such child or children to a public school, a private school, or a home study program (O.C.G.A. §20-2-690.10). Children that have attained 20 days enrollment in Kindergarten also fall under compulsory attendance according to O.C.G.A. §20-2-150.

B. Truant:

Per the Georgia State Board of Education Attendance Rules, “Truant” is defined as “any child subject to compulsory education (ages 6 through 16, and 5 year olds who have attended twenty (20) days in school) who during the school calendar year has more than five days of unexcused absences.”

C. Monitoring:

Each school system shall assure compliance with compulsory education and attendance policies in assigned schools. Individual schools will monitor attendance and follow the protocol for reporting.

II. Identifying Truant Students:

A. Excused Absences

Excused absences shall include:

1. Personal illness
2. A serious illness or death/funeral in the student’s immediate family (Immediate family is defined as parents/guardians, grandparents, siblings, and other persons living within the child’s residence)
3. A court order or an order by a governmental agency
4. Celebration of state recognized religious holidays,
5. Conditions rendering attendance impossible or hazardous to student health or safety
6. One (1) day to register to vote
7. PAGE for Georgia General Assembly (counted as present in school)
8. Up to five (5) school days for a student whose parent or guardian is in military service in the Armed Forces of the United States or the National Guard, if such parent/guardian has been called to duty for or is on leave from overseas deployment, to visit with his/her parent/guardian prior to deployment or while on leave.
9. Students in foster care are counted as present in school when attending court proceedings relating to their foster care.

Three (3) Days to Submit Excuse for Absence

Upon returning to school, the student will have three (3) days to present the necessary written documentation to have the absences count as excused. Failure to present this documentation will result in an unexcused absence. Phone calls and emails will not be accepted in place of a written notice.

Excuse must include:

1. The date(s) of the absence

2. Student name
3. Reason for absence and
4. Parent or guardian signature

Seven (7) Days of Parent Notes for Illness

A parent's note will be accepted to excuse personal illness for seven (7) days during the school year. After a parent's note has been used for seven (7) days at any time during the school year, a doctor's excuse is required for ALL future absences due to illness.

B. Unexcused Absences

Unexcused absences shall include all absences that do not meet the criteria as outlined for excused absences. Also refer to PART I - Tardies and Early Dismissals on page 23. School days missed as a result of suspension shall not count as unexcused days for the purpose of determining student truancy.

C. Tardies/Early Dismissals

As mandated by O.C.G.A. §20-2-690.2, the Attendance Protocol Committee must recommend policies regarding tardies and early dismissals. In order to promote continuity between the school systems, the following policy is recommended:

1. Five (5) unexcused tardies/early dismissals will count as one (1) unexcused absence.
2. The conditions for excusing a tardy or early dismissal will be the same as an absence.
3. Tardies and early dismissals must be tracked separately and the data will be used to identify truant students. The school will monitor information concerning students, who meet these thresholds.

D. Student Withdrawals

1. Local school systems are authorized to withdraw a student who:
Has missed more than 10 consecutive days of unexcused absences,
Is not subject to compulsory attendance; and
Is not receiving instructional services from the local school system through homebound instruction or instructional services required by the federal Individuals with Disabilities Education Act (IDEA).
2. Sixteen and seventeen year old students who wish to withdraw from school must have permission from a parent or guardian prior to withdrawal. The school will make a reasonable attempt to meet with the student and parent or guardian to explain the student's options and the consequences of dropping out of school.

III. Notification of Parents/Guardians

Within thirty (30) days of enrollment in school, the parent or guardian will be notified in writing of the attendance policies and consequences. The parent/guardian must sign and return this notification, which will be placed in the student's record. Students in grades 4–12 are also required to sign the notification of attendance policies.

IV. Violations of Attendance Policy

A. Learner's/Driver's License (O.C.G.A. §40-5-22)

Students must present documentation to the Department of Driver Services that they are currently enrolled and not under expulsion from school in order to apply for a driver's license or permit.

B. Work Permits

Work permits will not be authorized for students who have 10 or more unexcused absences. Students with existing work permits, who have acquired 10 or more unexcused absences, will be recommended for revocation.

C. Unexcused Absences

1. Three (3) or More Unexcused

By the time a student has acquired an equivalent of **three or more unexcused absences**, the school will notify the parent or guardian in writing or via automated message of the student's absences. This is a courtesy to make parents/guardians aware that we are monitoring their student's attendance. This reminder or similar documented action will serve as the good faith effort required of the school before taking further action. **Failure to see or hear this reminder does not prevent further action taken to attempt to improve attendance.**

2. Five (5) or More Unexcused

The school will notify the parent/guardian of the attendance policy and consequences at an equivalent of **five (5) unexcused** absences in conjunction with a Truancy Meeting, which the parent/guardian will be requested to attend. The objective of the meeting will be to explore the barriers to attendance, develop a plan to improve attendance, and to remind the parent/guardian of the attendance policy and consequences for further unexcused absences.

At this Truancy Meeting if we find the student has a history of truancy (10 unexcused absences the previous school year), an appropriate community referral to the Laurens County Local Interagency Planning Team may be completed for this student along with the parent/guardian to work toward improvement in the student's attendance at school.

3. Seven (7) Days of Parent Notes for Illness

A parent's note will be accepted to excuse personal illness for seven (7) days during the school year. After a parent's note has been used for seven (7) days at any time during the school year, a doctor's excuse is required for ALL future absences due to illness.

4. Ten or More Unexcused Absences

- a. **Ten or more unexcused** absences will result in a petition for educational neglect or truancy to be filed with the Laurens County Juvenile Court.
- b. In the event of a referral, each additional unexcused absence following notification of the parent/guardian of 10 unexcused days of absence for a child shall constitute a **separate** violation of the Compulsory Education Law (O.C.G.A. §20-2-690.10). The violation will be reported to the court.
- c. Any parent, guardian, or other person with control of a child, who violates the Compulsory Education Law shall be guilty of a misdemeanor, and upon conviction thereof, shall be subject to a fine not less than \$25.00 and not greater than \$100.00, imprisonment not to exceed 30 days, community service, or any combination of such penalties, at the discretion of the court having jurisdiction (O.C.G.A. §20-2-690.10).

ACCEPTABLE USE PROCEDURE

Internet Acceptable Use

The Laurens County School System, also referred to as the LCBOE in this document, in conjunction with its internet service providers presents to its faculty, staff, and students, internet access for the purposes of academic disciplines. Our goal in providing this service is to integrate its resources into the curriculum and promote educational excellence. In recognizing the awesome and ubiquitous tool that the internet provides to the users in the Laurens County School System; the Systems Administrators, faculty and Administration recognizes that some resources may contain defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material, and, therefore, requires each user of the internet to subscribe to the following terms and conditions for use. In an effort to provide a safe environment for all users of the LCBOE network and internet, LCBOE has deployed an internet filter which will be used to block or filter access to inappropriate information and material on the internet. It should not be assumed that users are completely prevented from access to inappropriate materials or from sending or receiving objectionable communications. The signatories at the end of this document must realize that **this document is legally binding** and the terms and conditions should be **carefully and fully understood**.

The Systems Administrators reserve the right to modify any term or condition with appropriate notification to the users of the system. The Systems Administrators reserve the right, at their sole discretion, to suspend or terminate user's access to and use of internet upon any breach of Terms and Conditions by user. Use of LCBOE technology, internet, and network resources is contingent upon compliance with state and federal laws, district regulations, and the user terms and conditions outlined in this document. Violations may result in a loss of some or all privileges. Specific disciplinary actions involving student misuse will be determined at the school level in accordance with LCBOE policies. A panel consisting of a member from the district technology department, school administration, and/or district administration will determine the appropriate action to be taken against the user in terms of future use of the network (i.e. internet, email, etc.) at school sites.

TERMS AND CONDITIONS

Personal Responsibility

Any user of LCBOE technology will accept personal responsibility for appropriate use of all resources. The use of the internet and the supporting software is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. LCBOE provides its students and authorized employees with access to and use of its technology consistent with the district's vision and strategic goals. Therefore, LCBOE and its System Administrators reserve the right to monitor, access, and disclose contents of any user's files, activities, or communications to any appropriate authority, including law enforcement. Attempts to logon as a Systems Administrator will result in cancellation of user privileges. Users are not allowed to use others' e-mail accounts or passwords. Any user identified using or sharing this information will lose their privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the internet as well as other services provided via LCBOE network system. The Systems Administrators will deem what is appropriate use and their decision is final. Also, the Systems Administrators may close any account at any time as required, without notice. The School administration, faculty, and staff may request the Systems Administrators to deny, revoke, or suspend specific users, with no appeal process. The Systems Administrators reserve the right to set quotas for disk usage on the system. Any member who exceeds their quota will be advised to delete files to return to compliance. No software may be

uploaded to the software libraries of the computer stations in school without prior permission from the Systems Administrators. Copyrighted material must not be placed on any computer in the Laurens County School System unless an original copy or appropriate license is maintained at the school site.

ACCEPTABLE USE OF THE INTERNET

LCBOE maintains certain expectations for students and employees concerning internet and LCBOE Network usage. They include but are not limited to the following:

1. Do not violate any state or/or federal laws (i.e. copyright laws).
2. Do not violate LCBOE policies or Georgia BOE policies.
3. Do not reveal personal information such as address or phone numbers.
4. Do not indicate, suggest, view, or transmit any racist, sexist, or pornographic material.
5. Do not conduct unethical or illegal activities of any kind.
6. Do not make solicitations or purchases of a personal nature.
7. Do not conduct commercial, for profit activities.
8. Do not transmit any copyrighted material, trade secrets, threatening and/or obscene material.
9. Note that Electronic Mail (e-mail) is not guaranteed private. Data, including personal letters, e-mail, bank account info etc., stored on school computers is considered public information.
10. Do not use the network in such a way that you would disrupt the use of the network by other users. (using up bandwidth).

In addition, the following conduct is prohibited: accessing, sending, creating, or posting materials or communications that are – damaging to another person’s reputation, abusive, obscene, sexually oriented, threatening, or demanding to another person’s gender, race, ethnicity.

Privacy

Never give your full name, home address, phone number or other personal information on the internet or any other information service. Never give out this type of information for any other person. Never use anyone else's name, password, or account.

Security

On all networks, security is of the highest priority. If you identify a security problem, notify a school administrator, Systems Administrator, or faculty member at once. Never demonstrate a security flaw to other users as this may compromise the integrity of the network.

Internet Filtering

LCBOE uses an advanced content filtering solution to help protect users from inappropriate web content and help ensure LCBOE is compliant with CIPA rules. The filtering software uses an extensive URL database that is classified into categories for efficient policy enforcement and helps monitor real-time threats against malware and other exploits. It is prohibited to use personally owned equipment such as, but not limited to, smart cards, wireless cards, cellular hotspots, etc., to bypass the filtered internet provided by LCBOE.

Google Apps for Education and Microsoft Office 365

LCBOE is a member institute of the Google Apps for Education program and Microsoft's Office 365

Education Plus for Faculty and Students. With these initiatives, all elementary through high school Laurens County students are enrolled in these programs, which provide students and teachers with access to online tools such as digital storage, word processing, and a collaborative email system for classes. The overall goals of these programs are to provide digital educational resources that appropriately serve the students throughout their tenure in Laurens County Schools. LCBOE provides these email and storage accounts; as a result, all students' accounts and all employees' accounts can be monitored by school system administrators.

Vandalism

Causing damage to any equipment or the data of another person or agency, including uploading or creating a computer virus WILL result in the loss of ALL technology privileges, disciplinary action, and legal referral. A user of LCBOE technology is liable for up to and not exceeding the amount of monetary damages as determined by Georgia State Law for damage to technology equipment. This includes malicious damage to equipment or data, introduction of virus or modification to system settings, or any other acts that make the equipment inefficient or inoperable.

Liability

The Laurens County School System as the Systems Administrator makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Laurens County School System will not be responsible for any damages suffered while on this system. These damages include loss of data, mis-deliveries, service interruptions, and/or exposure to offensive or threatening material. The Laurens County School System specifically denies any responsibility for the accuracy of information obtained through these services. Security for privately owned portable electronic devices is the sole responsibility of individual owners. Neither LCBOE, nor its staff or employees, is liable for any device stolen or damaged, either physically or operationally, on school premises.

Laurens County School System
Acceptable Use Procedure (AUP) Agreement Form

I understand and will abide by all of the provisions and conditions of this contract. I understand that any violations may result in disciplinary and/or legal actions. I also agree to immediately report any misuse of technology resources or information services to a school administrator.

USER NAME (please print) _____

USER SIGNATURE _____ DATE _____

Students under the age of eighteen MUST have the signature of their parent/guardian below.

As the parent/guardian of this student, I have read and understand that the Laurens County School System is providing advance technology resources and internet information services for educational purposes. I understand that reasonable precautions will be taken but that complete prevention of access to offensive material may not be possible. I will not hold the LCBOE responsible for materials on the internet.

PARENT/GUARDIAN (please print): _____

PARENT/GUARDIAN SIGNATURE: _____ DATE _____

WEST LAURENS MIDDLE SCHOOL – WLMS

STUDENT/PARENT POLICY UNDERSTANDING ACKNOWLEDGEMENT

The WLMS Student Handbook/Agenda includes some very important information about the upcoming school year. Please take time to read this information now and refer to it frequently. If you have questions, contact the school office at 478-272-8452. We will be happy to talk with you.

Each school is required to document that every parent and student has been given a copy of the Student Code of Conduct along with other required information, including notification of possible consequences and penalties for truancy, and has been given a chance to ask questions about anything he or she doesn't understand.

A completed and signed form must be on file for all students. Parents/Guardians and students age ten years or older by September 1st are required to sign this acknowledgement form in the space below. Please return the form to your child's teacher as soon as possible.

Students who are unable to read or fully understand this information are not required to initial or sign this document. However, parents are expected to explain the information to their children in terms that they can understand. Failure to sign and return this form will not excuse a student from the requirements of the policies. To complete this form, students and parents should each initial each item that you have read and understand and then sign the form in the space provided.

<u>Parent</u>	<u>Student</u>	
_____	_____	1. Student Code of Conduct including Cell Phone & Dress Code Policies
_____	_____	2. School Attendance and Georgia's Compulsory Education Law
_____	_____	3. School Bus Discipline Policy
_____	_____	4. Parent's Right to Know Teacher's Training and Credentials
_____	_____	5. Laurens County School System Internet Safety, Acceptable Use Policy, and Technology Responsibility

I have read and understand the 2022-23 WLMS Student Handbook/Agenda. **I understand that I am responsible for following the guidelines set forth in this document.**

Student Name: _____

Student Signature: _____ Date: _____

I have reviewed the student handbook with my student:

Parent/Guardian Signature: _____ Date: _____

Parents, please tell us how to get in touch with you!

Name _____

Home Address _____

Phone # _____ Work # _____

Cell-phone # _____

E-mail _____

Club Refusal to Participate Form

Parent/Guardian Refusal of Participation Form

As parent/guardian of _____ enrolled at _____
(student) (school)

(student)

(school)

_____, I decline to give my permission for my child to participate in the following club(s) and or organization(s).

Parent/Guardian

Date _____

Note: Failure to sign/return this page does not exempt any student from the rules and guidelines of this handbook; it only limits our ability to work together with parents.