

EAST LAURENS MIDDLE SCHOOL



STUDENT HANDBOOK

**DR. Garrett Cannon
PRINCIPAL**

**930 Highway 80 EAST
East Dublin, GA 31027**

TELEPHONE: 478-272-1201

FAX: 478-609-2176

THIS AGENDA BELONGS TO:

NAME: _____

ADDRESS: _____

PHONE #: _____

Laurens County School District 2024-2025 School Calendar - Approved

July 2024					August 2024				
M	T	W	T	F	M	T	W	T	F
1	2	3	4	5				1	2
8	9	10	11	12	5	6	7	8	9
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

September 2024					October 2024				
M	T	W	T	F	M	T	W	T	F
2	3	4	5	6		1	2	3	4
9	10	11	12	13	7	8	9	10	11
16	17	18	19	20	14	15	16	17	18
23	24	25	26	27	21	22	23	24	25
30					28	29	30	31	

November 2024					December 2024				
M	T	W	T	F	M	T	W	T	F
				1	2	3	4	5	6
4	5	6	7	8	9	10	11	12	13
11	12	13	14	15	16	17	18	19	20
18	19	20	21	22	23	24	25	26	27
25	26	27	28	29	30	31			

January 2025					February 2025				
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					

March 2025					April 2025				
M	T	W	T	F	M	T	W	T	F
3	4	5	6	7		1	2	3	4
10	11	12	13	14	7	8	9	10	11
17	18	19	20	21	14	15	16	17	18
24	25	26	27	28	21	22	23	24	25
31					28	29	30		

May 2025					June 2025				
M	T	W	T	F	M	T	W	T	F
			1	2	2	3	4	5	6
5	6	7	8	9	9	10	11	12	13
12	13	14	15	16	16	17	18	19	20
19	20	21	22	23	23	24	25	26	27
26	27	28	29	30	30				

July 29 - August 5	Teachers Pre-Planning Days
August 6	First Day for Students
August 30 - Sept. 2	Labor Day Holiday
October 10	Teacher In-Service
October 11-14	Columbus Day Holiday
November 25 - 29	Thanksgiving Holidays
December 18	Half Day for Students and Staff
Dec. 19 - Jan. 2	Christmas Holidays
January 3	Teacher In-Service
January 6	First Day 2nd Semester
January 20	MLK, Jr. Holiday
February 14 - 17	President's Day Holiday
March 20	Teacher In-Service
March 21	Student and Staff Holiday
April 7 - 11	Spring Break Holidays
May 26	Memorial Day Holiday
May 29	Last Day of School & Half Day for Students only
May 30	Teachers Post Planning Day
May 30	ELHS Graduation
May 31	WLHS Graduation
200 day and 210 day employees start and end dates	

Laurens County School District
467 Firetower Road

Telephone: (478) 272-4767
Fax: (478) 277-2619
www.lcboe.net

Mr. Clifford Garnto, Superintendent




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**EAST LAURENS MIDDLE SCHOOL
STUDENT HANDBOOK
2023-2024**

Administration:

Dr. Garrett Cannon, Principal
Lesli Flanders, Assistant Principal

Instructional Coach:

Kristi Garrett

Secretaries:

Jennifer Allen
Charline Foskey

School Phone:

(478) 272-1201

Fax Number:

(478) 609-2176

School Address:

East Laurens Middle School
930 Hwy 80E
East Dublin, GA 31027

Guidance Counselor:

J'Netra McWilliams

Social Worker:

Summer Faulk

Resource Officer:

Officer Adam Sumner

School Website:

www.elms.lcboe.net

Office Hours:

7:30 a.m. to 4:00 p.m.

School Colors:

Black & Gold

School Mascot:

Falcon

LCBOE Mission Statement:

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

LCBOE Vision 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.

ELMS Mission Statement:

The mission of ELMS is to promote teaching and learning so that our students will become active learners and achieve academic and overall success.

ELMS Beliefs:

1. Education is the shared responsibility of the community.
2. Everyone needs an environment conducive to learning.
3. Everyone wants opportunities to experience success.
4. Education promotes productive change.
5. Effective communication promotes success.
6. High expectations enhance learning.
7. Everyone is unique and has individual talents.
8. Learning and development consists of physical, social, aesthetic, emotional, and academic growth.
9. International and technological understanding of the world is essential.



www.elms.lcboe.net

*Note: This year's 2024-2025 Student Handbook SUPERSEDES all other Student Handbooks.

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.

Letter from the Principal

Dear ELMS Families,

We would like to welcome everyone to East Laurens Middle School. Our school is filled with teachers and staff that love our students. The ELMS team will work diligently to foster a successful FY25 school year for you and your child. Our priority is to ensure individual student needs are met each day.

We take pride in our academics, athletics, and clubs/organizations at ELMS. We will encourage your child to explore their interests and take advantage of the many opportunities provided at ELMS. Our aim is to support your child in reaching their full potential.

We are excited about what this school year has in store for our students. We look forward to building relationships with you and your child. Please feel free to reach out to me with any questions or concerns. Go Falcons!

Respectfully,



Dr. Garrett Cannon
Principal, ELMS

PREFACE**EFFECT OF STUDENT HANDBOOK**

The policies, rules and regulations shown in the ELMS 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 ELMS 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.

PART 1 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 they 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 to the office and get an excuse before 8:00 AM of the following day.

Please note: We are required by the state to maintain a record of attendance for each class period. A student missing more than 10 minutes of a class is considered absent from the class.

ANNOUNCEMENTS

Announcements are given once each day. Students are expected to be in their classrooms by 8:00 AM and prepared to watch the daily announcements. It is the student's responsibility to listen to the announcements and to respond as needed. Afternoon announcements will be given periodically as needed throughout the school year.

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 (4) out of five (5) classes. All connections classes will be averaged per semester and count as one (1) grade. Students who are not promoted to the next grade are not eligible for play. Sixth (6th) grade boys must weigh at least one hundred-fifteen (115) pounds to be eligible for football. 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. If a student quits a team after the two-week grace period, that student is not eligible for another team until the season for that sport is over.

ATHLETIC WAIVER

Each student must have a current physical on file before he/she can try out for a team. The school provides free physicals each Spring for the following year. If a student fails to get a physical at this time, it becomes their responsibility to fulfill this requirement. Physical forms are available in the office upon request.

ATTENDANCE

See Laurens County Attendance Protocol in the Appendix.

AUTOMATED ALL CALLS

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

BATHROOMS

We have installed stall doors in all our bathrooms for your privacy. Try to help keep our bathrooms clean. Please help by flushing after every use and reporting any act of vandalism you may witness.

BREAK

Break is at 9:20 AM for 6th, 10:40AM for 7th grade, and 12:30 PM for 8th grade. 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 have a phone number where parent can be reached. The note must be turned in to the office **first thing in the morning** and a Laurens County Bus form will be issued for that day. Students should not wait until time to board the bus to get a bus form.

CAR RIDERS

All ELMS car riders are to be dropped off and picked up in front of ELMS or behind the school beside the ELMS baseball field. ELMS car riders will be dismissed in the afternoon at 3:10 PM.

CHANGING CLASSES

Students should change classes quickly and quietly. Students should take the shortest approved route from one class to the other. When possible, students will walk on the right side of the hallway. 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, loitering, and horseplay are not permitted. Please, do not block the hall!

CLUBS (School Sponsored)

School sponsored clubs (excluding competitive interscholastic activities or events) are those under the sponsorship, direction and control of the school that organize and meet for 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, for which information is provided regarding the name of each club, its purpose, faculty sponsor and a description of past or planned activities. 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 the club you have designated on the form. 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.

CLUB OFFERINGS:**4-H**

As the youth development program of the Cooperative Extension system of the land-grant universities, 4-H is the nation's largest youth development organization, empowering six million young people throughout the United States. 4-H programming revolves around the three program areas: Agriculture and STEM, Healthy Living, and Civic Engagement. Our monthly activities during in-school and out-of-school club meetings incorporate each of those. In Laurens County, 4-H provides programming for the county and city school systems, working with kindergarten through twelfth-grade children. Students can choose to participate in livestock projects, competition judging teams, horse programs, public speaking events, shooting sports, summer camps, and so much more. Laurens County 4-H works side by side with the Agriculture and Natural Resources and Family and Consumer Science areas of Cooperative Extension to provide our students with research-based information and activities. 4-H is open to all students and meets monthly during the school year in the mornings as well as a variety of afternoon club meetings. You can also join our 4-H Remind for updates by texting @cclaurens to the number 81010. For more information about 4-H programming at East Laurens Middle School, please contact the Laurens County 4-H Agent, Morgan Hinz, at (478) 272-2277 or email morgan.hinz@uga.edu.

Beta Club (Junior)

The East Laurens Middle School Beta Club is open to all students in grades 6-8 who have demonstrated high achievement by maintaining a cumulative average of 90 or above. Students must not have more than one punishable discipline referral. The club is affiliated with National Beta Club, www.betaclub.org/. The Beta Club motto is "Let us lead by serving others." Members are involved in service projects throughout the year. Dues are \$40 for new members and \$20 for returning members. There are additional fees to compete at the State and National Conventions.

Fellowship of Christian Athletes (FCA)

The Fellowship of Christian Athletes (FCA) is an interdenominational Christian sports ministry. Since 1954, FCA has been challenging coaches and athletes on the professional, college, high school, junior high and youth levels to use the powerful platform of sport to reach every coach and every athlete with the transforming power of Jesus Christ. FCA focuses on serving local communities around the globe by engaging, equipping and empowering coaches and athletes to unite, inspire and change the

world through the gospel. Its vision is to see the world impacted for Jesus Christ through the influence of coaches and athletes.

Future Business Leaders of America (FBLA)

Georgia FBLA prepares over 25,000 future leaders every year and has been the largest state chapter for many years. FBLA prepares students for “real world” professional experiences. Through involvement in this student organization members gain the competitive edge for college and career success. The FBLA-PBL Motto is **SERVICE, EDUCATION, PROGRESS** and its mission is to bring business and education together in a positive working relationship through innovative leadership and career development programs. ELMS FBLA was chartered in 2009. ELMS FBLA has developed a winning tradition in Region 4 and strives to perform in an exemplary manner in both region and state competitions.

TSA

The Technology Student Association (TSA) is a national organization of students engaged in science, technology, engineering and mathematics (STEM). Open to students enrolled in or who have completed technology education courses, TSA’s membership includes over 233,000 middle and high school students in approximately 2,000 schools spanning 49 states. Educators, parents, and business leaders who believe in the need for a technologically literate society support TSA. Members learn through exciting competitive events, leadership opportunities, and much more. The diversity of activities makes TSA a positive experience for every student. From engineers to business managers, our alumni credit TSA with a positive influence on their lives.

FFA

FFA is a dynamic youth organization that changes lives and prepares members for premier leadership, personal growth and career success through agricultural education. FFA develops members’ potential and helps them discover their talent through hands-on experiences, which give members the tools to achieve real-world success. Members are future chemists, veterinarians, government officials, entrepreneurs, bankers, international business leaders, teachers and premier professionals in many career fields. FFA is an intracurricular student organization for those interested in agriculture and leadership. Our members live the motto Learning to Do, Doing to Learn, Earning to Live and Living to Serve. FFA members rise to the challenge of service embracing members of all walks of life united through FFA. FFA is one of the three components of agricultural education. Join TODAY to be involved, you do not have to wait to join!

CHANGE OF STUDENT INFORMATION

Any time there is a change in a student's address or phone number, please contact the school office. In case of an emergency, student information needs to be current. If a student finds it necessary to leave school before the end of the school day:

1. Present a signed note from a parent/guardian stating the reason for leaving and who will be picking up the student.
2. The office will call the student from class to be signed out according to the written parent/guardian statement.
3. A parent/guardian must come into the office to officially sign out a student for the day.
4. Students cannot be signed out after 2:30 PM.
5. Persons picking up students must be on the approved list on file in the main office and present a picture ID. Changes can be made to this list as needed.

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 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

Extracurricular activities include field trips, club trips, school dances, etc. Extracurricular activities are a privilege and can be taken away. Students must be in good standing with the office before they can attend extracurricular activities. No student may attend any extracurricular activity if he/she is currently suspended (OSS) or serving In-School Suspension (ISS). No student may attend extracurricular activities if he/she has 2 or more referrals resulting in suspension or ISS. Any student who has accumulated 4 or more school or bus referrals, regardless of the outcome, must receive special permission from the administration to attend an extracurricular activity.

FINAL EXAMS (CRITERIA FOR EXEMPTION)

The following criteria are to be used to exempt students from final exams:

1. A student must have a 90 or above average or make a 3 or 4 on the GMAS exam for that subject;
2. A student has no more than 5 unexcused absences;
3. A student has no more than 10 unexcused tardies to school and/or early dismissals;
4. A student has not been assigned OSS during the school year; and
5. A student has any outstanding obligations, that student cannot exempt.

*Absences that are a result of school functions or activities will not count against the student.

FIRE DRILLS

Directions for leaving the building during a fire or fire drill are posted in each classroom. Students are requested to 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.

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 ELMS fundraisers can be held on campus. Fund raising requests must be submitted to the principal no later than one week prior to the next scheduled LCBOE monthly board meeting.

GIFTED TESTING PROTOCOL

A comprehensive screening process will be used to ensure that all students, regardless of his or her race, color, religion, national origin, age, disability or sex, will have the opportunity to be considered for gifted education services. All student data will be reviewed and students will be referred to the eligibility team for further consideration based on locally established criteria.

If a child does not meet the established criteria, teachers, parents or other individuals may submit referrals to the Eligibility Team with supporting documentation for consideration for an evaluation. The state rule does not mandate that all requests for testing be honored; however, all requests for testing must be considered by the eligibility team. For more information on the LCSS Gifted Program visit the 'Curriculum and Instruction' link on the LCSS homepage.

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 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.

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>.

INFINITE CAMPUS PARENT PORTAL

Infinite Campus is a web-based program which allows parents to view a child's schedule, attendance, and grades. If you prefer, there is an app you can download from your app store for Infinite Campus. Parents should call the school for information about how to register for this program. Once a parent has registered, he/she may log into the program from the school's web site at www.elms.lcboe.net.

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>.

LOST AND FOUND

Anyone who finds a lost or misplaced article should take the article to the office. Students looking for lost possessions should check with administration or office staff. If found articles are not claimed within a reasonable length of time, they will be discarded.

MAKE-UP WORK

Students may make up work missed due to any absence or school activity. It is the responsibility of the student to make arrangements with the teacher to get the missed assignments. Students have three (3) days for the 1st 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. It is the student's responsibility to arrange to make up missed work with the teacher. Teachers are not required to permit make up work during regular class time, because this will cause the student to miss even more class time. Upon returning after an absence, a student must make arrangements to make up any missed work with the teacher. The teacher will then set a time for the work to be made up. If the work is not made up, the student will receive a zero on the work.

MEDIA CENTER

Students are welcome in the library to check out books, read magazines, locate resources, and use the computers in the media center. Along with this privilege, however, comes individual responsibility.

Media Center Behavior Guidelines:

1. Students will come to the library with the necessary materials, which could include: agenda, pencil, paper, list of approved websites, books.
2. Students must have **their own agenda** signed by their teacher with their library barcode sticker attached in order to check out books. The cost is \$0.25 if a student needs a replacement barcode sticker.
3. Students will remain quiet enough for others to work.
4. As a rule, students should check out two books from the library at a time. Exceptions may be made; however, students should adhere to this guideline.
5. Students will exhibit proper library etiquette at all times by:
 - a. Being respectful of any adult staff member or volunteer in the media center.
 - b. Checking out books in a timely manner.
 - c. Obeying all school rules including dress code guidelines.
6. Students may not chew gum or bring bottled drinks that have been opened into the library.
7. Students are limited to one library visit per day.

*** 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 library privileges can 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 their library privileges until the overdue book is re-checked, returned, or the replacement cost is paid.** At the beginning of the fourth nine weeks, any overdue book 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.

Computer and Internet Usage:

- Students may use the computer technology housed in the media center to do school projects and research. Parents or guardians must sign the Acceptable Use Policy (AUP) permission in the agenda/student handbook before students may use the Internet to do any school research in the media center. Internet usage is restricted to classroom assignments. Personal Internet usage, including checking e-mail by students, is prohibited in the media center.
- 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.**
- Students who do not follow these guidelines will be asked to return to the classroom. Repeated misuse of computer and Internet privileges may result in restricted use of computers by the student, including revocation of media center computer privileges.

MOMENT OF REFLECTION

At the beginning of announcements each school day, ELMS will conduct a brief period of quiet reflection for no more than 60 seconds with the participation of all the pupils therein assembled.

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.

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.

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. Final report cards will not be issued to students who owe the school money at the end of the school year.

PARENT CONFERENCES

Parents may check the progress of their child using Infinite Campus. Parents may set up a conference with one or more teachers by telephoning the school office or e-mailing faculty members from our website.

PARENT PICK-UPS

Laurens County Schools provide free public transportation for county students. The buses arrive at ELMS between 7:30 AM and 7:45 AM in the morning and leave around 3:15 PM in the afternoon. 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. Car riders will be dismissed around 3:10 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!!!**

PARTICIPATION IN P.E.

If a student is to be excused from P.E., 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 P.E., the student should bring a note from a physician. Students not participating in P.E. will be expected to complete an alternate assignment.

Gym shoes are required for P.E class. Shoes should be non-marring rubber-soled gym shoes. Shoes that mark the gym floor will not be allowed. These may include (but are not limited to): boots, sandals, cleats, etc. and are not permitted as dress out gear. For the sake of good health and comfort, it is recommended that students dress out for P.E. class. The faculty of the physical education classes determines the appropriate attire for the class. Shorts may be worn during P.E. class **but must be knee length**. Shorts are not allowed to be rolled down at the waist and must be secured so that undergarments are not showing at any time. **Shorts cannot hang below the natural waist**. Shirts worn in P.E. must meet the school dress code - NO part of the midriff should show. Muscle shirts ARE NOT ALLOWED. Students will be allowed to redress from P.E. attire to school clothes before returning to class. P.E. lockers will not be assigned.

PROGRESS REPORTS/REPORT CARDS

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. A report card will be given to each student at the end of the school year.

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) Connections classes during the school year. A student must pass six (6) of the eight (8) connections in order to pass Connections. If a student fails to meet the requirements for promotion, a committee of the student's teachers and the administration will meet and determine whether the aforementioned student should be placed in the next grade or retained in accordance with district policy.

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 in the event that malicious intent is determined.

SCHEDULE CHANGES

All schedule changes must be approved by the Principal. Schedule change request forms may be picked up in the ELMS 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.

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>.

TELEPHONE USE

Students in middle school are expected to take on more responsibility. One of these responsibilities is to bring all necessary items to school and to inform parents of any after school activities that would require them to be picked up. Phone calls will be allowed in an emergency only at the discretion of the secretaries or administrators. Students will not be allowed to use the office phone based solely upon the students' request. If a parent or guardian needs to be contacted, Mrs. Allen will get the number from the student and make the call. Students should not use conference room phones or the intercom phones throughout the school. No student should answer nor tamper with any school phone. If a teacher is out of the room, allow the phone to ring.

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 the graduation ceremony until restitution is made.
- (3) Placed on the Outstanding Obligation List.

TORNADO WARNING DRILLS

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

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 will have to come to the school to provide a written statement for the change. Otherwise, students should bring a written statement on the morning of the needed transportation change, which includes 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.

UNRULY VISITORS

Most visitors are good, respectful people, and we regret that this procedure has to 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 **will 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 may result in the necessary legal action. School is a place of learning, not a place to vent personal frustrations. Please remember, coming to school is a **privilege**, not a right.

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. Flowers and gifts must be delivered to a designated area of each school by the designated time. 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 1:30 PM. Students are not allowed to bring items for themselves on Valentine's Day. 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 ELMS. All visitors must report to the main school office and sign-in before visiting classrooms, school personnel, or students. Visitors will be provided an ELMS 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. Also, visitors with inappropriate attire may be asked to leave campus and referred to the resource officer.

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 East 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 according to 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 teacher 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 particular 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. (OCGA 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
- Temporary removal from class or activity
- Notification of parents
- Parent conference
- Detention
- Suspension or Loss of driving privileges
- 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 (OCGA 20-2-750)
- Suspension or expulsion from the school bus
- Corporal Punishment

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).

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 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

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)

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 act that is: (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, on 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 though the use of electronic communication, whether or not the 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 explained in the student handbook.

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.

In-School Suspension: Removal of a student from class or regular school program and assignment of that student to an alternative room isolated from his/her peers.

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: Guns, rifles, firearms, explosive devices and similar weapons; 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 knucks, 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.

IN-SCHOOL SUSPENSION: 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.

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.

DETENTION: Detention may require the student's attendance before school, after school, during lunch, during teacher workdays, 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 school work. NO MATERIALS = NO DETENTION TIME
2. To change detention date requires administrative approval.
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.

LONG TERM SUSPENSION AND EXPULSION: For the purpose of conducting certain student discipline hearings rendering a decision and imposing punishment, the LCBOE has adopted Policy JCEB, which is available on the district's website.

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. See **Make-Up Work** for criteria.

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 in order to avoid disciplinary action may not be allowed to return to East Laurens Middle School until the following semester.

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 East Laurens Middle School County. 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: Legal requirement areas following: 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:** 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 (OCGA 20-2-751.4).
 - **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.
5. **Bus Discipline:** See Page 42 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
 - ISS/OSS
 - Silent Lunch or After-school detention

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. 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:** Any student who is discourteous, insubordinate, and 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:** Up to 1 day OSS
 - **Second Offense:** 2 days of OSS
 - **Third Offense:** 3 days of OSS
13. **Disruptive Behavior:** Any behavior that disrupts the educational process will be considered disruptive.
 - **First Offense:** Corporal Punishment or 1 day ISS
 - **Second Offense:** 2 days of ISS
 - **Third Offense:** 3 days of ISS

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. The principal is given wide latitude of discretion in the determination of proper or improper dress and behavior of students. 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)

1. 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.
2. 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 applies to clothing worn at any school function.
3. Shorts and skirts must be no shorter than the top of the knee while standing.
4. If leggings are worn in place of pants, the shirt must extend to fingertip length when standing.
5. 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 allowed as long as no skin is showing and the hole is a reasonable size.
6. Shoulder straps on shirts with no sleeves must not be less than 3" wide for girls. Boys are not allowed to wear tank tops/sleeveless shirts
7. Shirts must be long enough to tuck in. Midriffs and undergarments must be covered.
8. Shorts, pants, and skirts must be worn at waist level. Clothing should be properly fitted to prevent sagging of pants or shorts.
9. 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.
10. Hats, caps, hoods, sweatbands, bandannas, sunglasses, goggles, or other head coverings should not be worn in the building. Paisley bandannas are not permitted.
11. 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.)
12. Pajamas, sleep or loungewear are prohibited.
13. Long/trench coats are prohibited.
14. Blankets, throws, and other similar items are prohibited from school grounds and buses.

Any student whose dress is in question should be referred to an administrator for a decision. Students will be allowed to call a parent for a change of clothes on the first offense only. For every subsequent offense, the student will be placed in ISS for the remainder of the school day. If required, the administration may ask a student to turn a shirt/blouse inside-out if the garment contains writing or an image that is inappropriate for school.

****NOTE:** Certain school environments or classes may require more restrictive dress due to safety issues. (Ex: CTAE/Connection 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 every day.

Dress Code Violation:

- **First Offense:** Change Clothes
- **Second Offense:** Change Clothes
- **Third Offense:** ISS

****If the student cannot or refuses to change clothes on the 1st and 2nd offense, he/she will serve ISS.**

15. **Electronic Devices:** Cell phones and other electronic devices, including but not limited to smart watches, earbuds, etc., are permitted on campus; although, the use of cell phones and other electronic devices during class time is prohibited. Understanding the role that cellular phones have come to play in everyday life, possession by a student on a school campus is acceptable; however, the following policy guidelines are provided in order to mitigate the disruptive factor that cellular phones can be to the school setting:
- a. Electronic devices may be in the possession of a student at any time but may not be in use (which includes power on) from 7:45 AM until 3:15 PM.
 - b. 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 only while under the direct supervision of a teacher.

Failure to comply with the aforementioned policy could result in the following consequences: (a) **First offense:** Cell phone or electronic device will be confiscated and surrendered to a parent/guardian before 7:45 AM or after 3:15 PM with a student, parent, and administrator endorsement of the electronic devices agreement.; (b) **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.; (c) **Third offense:** Cell phone will be confiscated and returned to a parent/guardian after one calendar week before 7:45 AM or after 3:15 PM. **Refusal to give up device will result in suspension.**

The LCBOE, ELMS, 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. ELMS 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.

16. **Falsifying information:** Falsifying, misrepresenting, omitting, or erroneously reporting information regarding instances of alleged inappropriate behavior by a teacher, administrator, or other school employee toward a student. Consequences will be determined based on severity of the offense.
17. **Fighting:** Fighting at school, on school bus, or at school activities is a serious offense and will not be tolerated by LCBOE. Any fight might be deemed necessary to report to the resource officer for juvenile charges based on the nature of the fight.
 - **First Offense:** 3 days 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 a 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.
18. **Gambling or possession of gambling devices:**
 - **First Offense:** 2 days ISS
 - **Second Offense:** 3 days ISS
 - **Third Offense:** 2 days OSS
19. **Giving False Information to a school official, dishonesty, forgery:** Forging a note to check out or as an excuse for absences and giving other false information to school employees may result in parent contact, ISS or other suspension deemed by the administration. Falsifying, misrepresenting, omitting, or erroneously reporting information regarding instances of alleged inappropriate behavior by a teacher, administrator, or other school employee toward any student is a punishable offense. Any student (or parent or friend of a student) who believes a student has been the victim of an act of sexual abuse or sexual misconduct by a teacher, administrator or other school system employee is urged to make an oral report of the act to any teacher, counselor or administrator at his/her school.

20. **Harassment:** It is the policy of the Laurens County School District that racial, sexual, physical, verbal, or other forms of harassment 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 ELMS 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 ELMS 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. **Horseplay:** Physical contact, even in jest, is unacceptable as it generates a climate that is not conducive to learning and may escalate into arguments and fighting. Pushing, shoving, wrestling, kicking, tackling, and other forms of "playing" are considered horseplay.
- **First Offense:** 1 day ISS
 - **Second Offense:** 2 days ISS
 - **Third Offense:** 3 days ISS

23. **Illegal Substances:** 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, healthful 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, edibles, THC/CBD (if confirmed), 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-counterdrug.
 - 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.
 - E. 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.
 - F. 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, East Dublin Police Department, or file a complaint with the Department of Juvenile Justice.
 - **First Offense:** 10 days of OSS or Referral to Tribunal Hearing
 - **Second Offense:** Suspension until Tribunal Hearing
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 could face disciplinary action to include no less than 2 days of ISS.
25. **Lack of Cooperation:** Any student that fails to comply with direction from an ELMS staff member will be deemed uncooperative.
- **First Offense:** Up to 1 day of ISS
 - **Second Offense:** 2 days of ISS
 - **Third Offense:** 3 days of ISS

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. **Physical violence against a teacher, school bus driver, or other school personnel:**
- (1) Immediate suspension and automatic referral to the disciplinary tribunal if a student is expelled for the remainder of the student's eligibility to attend public schools for acts of physical violence found by a tribunal to have intentionally made physical contact which causes physical harm to another unless such physical contact or physical harm was in defense of himself or herself, as provided in Code Section 16-3-21; or, the Board may authorize the student to attend alternative school for the period of expulsion.
 - (2) Possible punishments may include expulsion, long-term suspension, or short-term suspension for students found by a tribunal to have intentionally made physical contact of an insulting or provoking nature with the person of another.
28. **Profanity & Obscenity:** Profanity, offensive or inappropriate 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 ISS or after-school detention
 - **Second Offense:** 2 days of ISS
 - **Third Offense:** 3 days of ISS
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. **Science Labs:** Science teachers will list specific procedures to follow in order to ensure safety in the labs. Failure to follow safe laboratory procedures during science class according to teacher's directions will result in suspension.
31. **Selling of items:** The selling of items other than those approved by the Laurens County Board of Education and East Laurens Middle School is prohibited on campus.

32. **Skipping Class/Homeroom/Assembly:** A student who skips a class during the school day may 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

33. **Slap Boxing/Wrestling:** Any student who is engaged in nonmalicious physical aggression that is not deemed a fight.

- **First Offense:** 3 days OSS for all parties involved.
- **Second Offense:** 5 days OSS for all parties involved in the fight and the students will be placed on a behavior contract.
- **Third Offense:** Suspended until a tribunal hearing. The student(s) will go before a tribunal hearing panel for possible alternative school placement, long-term suspension, or expulsion.

34. **Tardies / Early Dismissals**

Start of the School Day – Students arriving class **after the 8:00 AM** bell are considered tardy. Students arriving after 8:00 AM should report straight to their homeroom teacher in which they will be marked tardy.

Tardy to Class – Students should be in class at all designated times or have written permission for tardiness. Students will be marked tardy by classroom teachers if they fail to arrive on time.

Early Dismissal – Students are not permitted to leave school grounds at any time during the school day without a permit 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.

- **Students will serve 1 day of after-school detention for every 4-5 tardies received.**
- **Students will serve 1 day of ISS for every 6-8 tardies received.**
- **Students will serve 2 days of ISS for every 9-11 tardies received.**
- **Students will serve OSS until parent conference and be placed on behavior contract for 12 or more tardies.**

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

35. **Terroristic threats or acts:** Activating a fire alarm under false pretenses, making a bomb threat, or prank 911 calls will result in OSS, disciplinary tribunal, and criminal charges.

36. **Theft:** Consequences may include suspension, disciplinary tribunal, and criminal charges. Full restitution is expected.
37. **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 ELMS Administration) will result in parental contact and/or corporal punishment or ISS.
 - **Major Offense:** (as determined by ELMS Administration) will result in parental contact and long term ISS, suspension, or tribunal hearing.
38. **Tobacco/Electronic Cigarettes:** East 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 vapes, vape juice, juuls, lighters, cigarettes, pipe tobacco, snuff, rolling paper, pipes, 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 of ISS and completion of Tobacco/Vaping Modules
 - **Second Offense:** 2 days OSS and the student will be placed on a behavior contract
 - **Third Offense:** Suspended until a tribunal hearing. The student will go before a tribunal hearing panel for possible alternative school placement, long-term suspension, or expulsion.
39. **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.
40. **Vulgar Material:** The use of vulgar materials or possession of vulgar materials will not be tolerated. This could include sayings or writings on clothes. Consequences are at the discretion of the administration.
41. **Weapons:** Students found with a firearm, explosive device, or similar weapon, as described in number 1 of the weapons definition of this handbook in their possession 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.** (OCGA 20-2-751.1). Students who possess hazardous objects (dirk, bat, knife, stun gun, etc.) as described in number 2 of the weapons definition of this handbook, will be subject to discipline determined by the principal to be appropriate, based on the seriousness of the offense, the age of the student and other relevant factors. Such punishment could include in school or out-of-school suspension or referral to a tribunal.

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 East 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.

Laurens County Schools Bus Discipline Codes

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
- Flowers and 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
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 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 East Laurens Middle School.

- Damaging bus seats or property (**restitution as determined by LCBOE Transportation Department must be made before student is allowed to return to bus**)
- Throwing of items, changing seats while bus is in motion, or any other action that may hinder driver's concentration.

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.

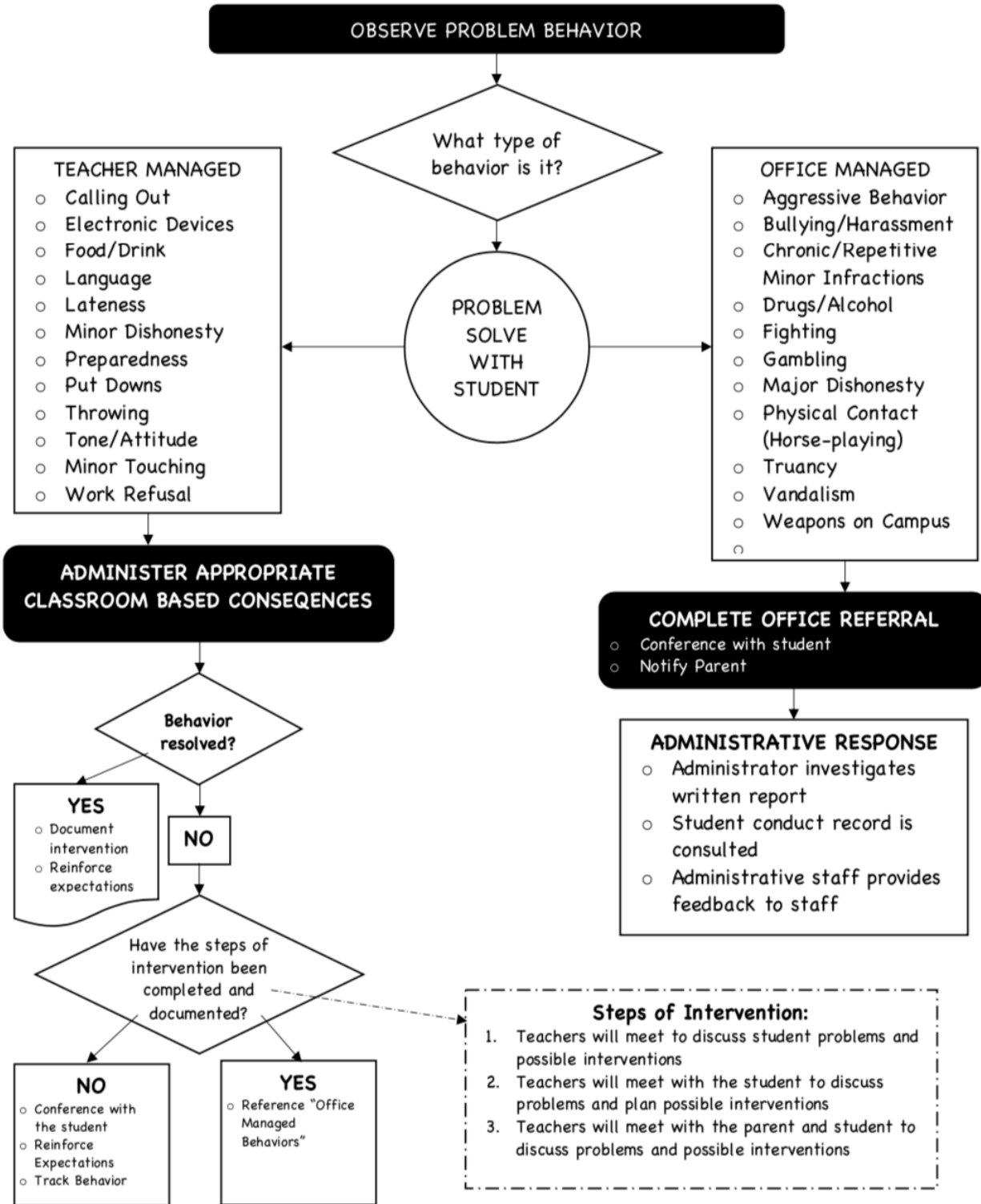
PART III East Laurens Middle School Positive Behavior Interventions & Supports (PBIS)

PBIS Mission: The mission of the East Laurens Middle School PBIS team is to foster and promote a safe and positive school environment that enhances student learning through teaching and recognizing positive behavior.

PBIS Matrix:

	S AFE	O RGANIZED	A LWAYS RESPECTFUL	R ESPONSIBLE
IN THE CLASSROOM	Exhibit self-control. Keep hands, feet, and articles to self.	Have items needed for instruction. Keep area clean.	Listen when others speak. Follows classroom rules and directions.	Have material and homework/projects ready and on time. Do high quality work.
IN THE HALLWAY	Walk at all times. Keep to the right side. Walk facing the right direction.	Stay on the right side of the hallway. Keep book bags on back and away from walls/bulletin boards.	Be quiet and respect others learning environment. Be considerate of others learning by staying out of windows and doors. Keep hands/feet to self.	Walk quietly. Walk directly to expected destination. Have a signed agenda when out of the classroom.
IN THE CAFETERIA	Walk carefully with trays. Clean up spills Sit in designated area.	Retrieve all necessary items before sitting. Return tray and trash to appropriate area after eating.	Keep voice low. Keep table area clean.	Know your lunch number. Focus on eating. Have positive social interactions.
IN THE RESTROOM	Throw all garbage in trash can. Keep all water in sinks and toilets. Alert an adult if there is a problem.	Be quick. Be quiet. Be clean.	Close doors quietly. Allow privacy of others.	Flush after use. Clean up after yourself by putting trash in the trash can. Wash hands.
IN THE MEDIA CENTER	Walk at all times. Push in chair at table when you leave. Use all library furniture and technology as it is intended to be used.	Keep up with your agenda. Get your teacher to sign your reading log before returning a book.	Keep voice low. Follow directions. Return books to correct shelf. Politely ask adult for assistance.	Bring signed agenda. Return books on time. Take care of books.

East Laurens Middle School DISCIPLINE PROCEDURE FLOW CHART



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.

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.

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 (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 medical 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 can not 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 Director
Laurens County Board of Education
467 Firetower Road
Dublin, GA 31021
478-272-4767

Georgia Special Needs Scholarship

Under a new state law passed by the Georgia State Legislature in 2007, parents of students who receive special education 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/>.

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.

Laurens County Schools Attendance Requirements

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 (OCGA 20-2-690.1). 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 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 vote or 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 Section II C Tardies and Early Dismissals. School days missed as a result of an out of school suspension shall not count as unexcused days for the purpose of determining student truancy.

C. Tardies/Early Dismissals

The following will apply in regards to tardies and early dismissals:

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. Information concerning students, who meet these thresholds, will be monitored by the school.

D. Student Withdrawals

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).
- 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

1. 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.

2. 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 absences, will be recommended for revocation.

3. 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.

1. 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.

2. 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.

3. 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 (OCGA 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 (OCGA 20-2-690.1).

****Regular school attendance is essential for academic progress. State and county law require regular attendance. A student is considered absent when he/she does not attend school, leaves prior to 11:30 AM, or does not arrive until after 11:30 AM.**

Title I Information

School Designation

East Laurens Middle School is designated a Title I School. It is the intent of the Laurens County Board of Education and 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 and Family Engagement Plan/School-Parent 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 and Family Engagement Plan

East Laurens Middle School believes that parent involvement means the participation of parents in regular two-way, and meaningful communication involving student academic learning and other school activities, including ensuring-

- That parents play an integral role in assisting their child's learning;
- That parents are encouraged to be actively involved in their child's education at school;
- That parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;
- The carrying out of other activities as described in the plan.

Parent and Family Engagement Program and Activities

East Laurens Middle School will host the following events to build the capacity for strong parental involvement to support a partnership among the school, parents, and the community to improve student academic achievement.

- Open House: Meet your child's teacher and our friendly and helpful staff at the beginning of the school year.
- Title I Parent Nights: ELMS hosts 2 Title 1 Meetings (one in the fall and one in the spring) in order to explain what the designation means for our students and community and receive valuable input from stakeholders
- 5th and 8th grade Transition meetings are held during the spring of each school year to help parents and students prepare for the transition to middle school and to high school and learn about the foundations of what is needed to be successful at both levels.

School Measures to Provide Required Assistance

East Laurens Middle School will take the following measures to promote and support parents as an important foundation of the school in order to strengthen the school and reach our school goals. We will-

- Ensure that all information related to school and parent programs, meetings, and other activities is posted on the school website and sent home (when applicable) for all parents.
- Conduct staff development on parent and family engagement practices and effective strategies for staff to communicate and build partnerships with parents.
- Share information on the school website and through flyers for parents to understand the school's academic standards and assessments as well as the ways parents can monitor their child's progress and work with educators.
- Communicate with all families and the community on a regular basis regarding schoolwide events and activities through as phone messages, social media and flyers.
- Work with our parents to develop relevant trainings and helpful presentations to educate our staff on the importance of parent and family engagement.
- Provide necessary materials for parents at conferences, meetings, and activities to help parents work with their child to increase their child's achievement.
- Collaborate with community leaders and business groups to increase participation and awareness of the school parent and family engagement plan and activities.
- Listen and respond to parents' requests for additional support for parent and family engagement activities.

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.

Mr. Clifford Garnto, Superintendent

Dr. James Lawhorn, Assoc. Superintendent

Mr. Tim Passmore, Assoc. Superintendent

Dr. O.J. Hall, Assoc. Superintendent

Mrs. Mary McCollough, Finance Director

Mrs. Janelle Butler, 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

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.

*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.

Special Education

Special education is “specialized instruction” provided for students (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 education teacher(s). Also, related specialists will sometimes assist in delivering services for a child.

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.

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.

For more information on Section 504 rights, contact, Randy Gay, randygay@lcboe.net 478-272-4767

For information on Child Find Procedures, and/or Seclusion and Restraint please contact Stacey Sanders, Special Ed Director, 478-272-4767, staceysanders@lcboe.net

Title I Designation

The following schools in Laurens County are designated Title I Schools and served thorough school-wide plans.

- East Laurens Primary
- East Laurens Elementary
- East Laurens Middle
- East Laurens High
- Southwest Laurens Elementary
- West Laurens Middle
- West Laurens Sixth Grade Academy

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 at 272-4767.

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

LCBOE Gifted and 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.

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.

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 the lcboe.net website

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 lcboe.net website.

Acceptable Use Procedure**Revision 4/22/2016 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 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.

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.

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.

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 _____

STUDENT/PARENT POLICY UNDERSTANDING ACKNOWLEDGEMENT

The ELMS 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 478-272-1201. 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 who are ten 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.

Parent	Student	
_____	_____	1. Student Code of Conduct
_____	_____	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. LCSS Internet Safety, Acceptable Use Policy, and Technology Responsibility

I have read and understand the 2024-2025 ELMS Student Handbook/Agenda. **I understand that I am responsible for following the guidelines set forth in this document.**

Student Signature: _____ Date: _____

I have reviewed the student handbook with my child:

Parent Signature: _____ 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.