2017-18
Laurens County Schools
Primary/Elementary
Student-Parent Handbook

Ms. Holly Deal, Associate Superintendent
Dr. Ronda Hightower, Associate Superintendent
Dr. Jameson Travick, Associate Superintendent

This agenda belongs to:

Name: _____________________________________________
Grade: ____ Homeroom: ___________________ Bus#: _____
Address: ____________________________________________
Phone Numbers (all/type): _____________________________
Parent(s)/Guardian(s): ________________________________
Other Emergency Contacts Name(s) & Phone Number(s):
_________________________________________________

Please read this thoroughly and complete all required forms at the end of the agenda

The mission of the Laurens County BOE is “Rigor, relevance, relationships…. every teacher, every student, every day.”
Federal Law prohibits discrimination on the basis of race, color, or national origin (Title VI of the Civil Rights Act of 1964); sex (Title IX of the Educational Amendments of 1972 and the Carl D. Perkins Vocational and Applied Technology Ed Act of 1990); or disability (Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990) in educational programs or activities receiving federal financial assistance.

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

* This Student Parent Handbook may be amended as deemed necessary by the administration. Changes may be provided in oral and/or written form at any time during the school year.

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

*** This year’s 2017-2018 Laurens County School System Student-Parent Handbook supersedes all other Student handbooks.
Effect of student handbook:
The policies, rules, and regulations shown in the Laurens County School System Student-Parent Handbook are regulatory in nature and are not 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 students or related persons without incurring any obligation with respect to the old or existing policy, rule, regulation, or administrative procedure.

The ultimate administrative responsibility for the school 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.

Technology / Internet

Acceptable Use Procedure
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 may 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 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 demeaning 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, misdeliveries, 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.

**Please refer to signature page at the back of the student handbook section.**

**Student Attendance**

**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 (O.C.G.A 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
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

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

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

B. Work Permits

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

C. Unexcused Absences

1. Three (3) or More Unexcused

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

2. Five (5) or More Unexcused

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

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

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

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

4. Ten or More Unexcused Absences

   a. Ten or more unexcused absences will result in a petition for educational neglect or truancy to be filed with the Laurens County Juvenile Court.

   b. In the event of a referral, each additional unexcused absence following notification of the parent/guardian of 10 unexcused days of absence for a child shall constitute a separate violation of the Compulsory Education Law (O.C.G.A 20-2-690.10). The violation will be reported to the court.

   c. Any parent, guardian, or other person with control of a child, who violates the Compulsory Education Law shall be guilty of a misdemeanor, and upon conviction thereof, shall be subject to a fine not less than $25.00 and not greater than $100.00,
imprisonment not to exceed 30 days, community service, or any combination of such penalties, at the discretion of the court having jurisdiction (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, or does not arrive until after 11:30 am.**

Student Conduct

**AUTHORITY OF THE PRINCIPAL**
The principal is the designated leader of the school and, 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 which he or she believes to be in the best interest of the student and the school, provided any such action does not violate school board policy or procedures.

Parents and students should contact the principal or assistant principal of the school if specific questions arise related to the Code of Conduct. The Code of Conduct specifies within the 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 school for a conference. Parents are encouraged to visit the school 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 and/or administration identifies a student having a chronic disciplinary problem, the administration shall notify the student’s parent/guardian by telephone call and by mail, and 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 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/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/guardian to attend a conference, order the parent/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.

**Laurens County Primary/Elementary 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 which require students to behave themselves at all times in order to facilitate 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 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.

- 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.

In addition, 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 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 Options.

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.

Laurens County Primary/Elementary 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.

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.

**STUDENT CONDUCT/MINOR MISCONDUCT**

Laurens County Primary/Elementary students are expected to behave appropriately at all times. This means respecting teachers, staff, bus drivers, visitors, and one another at school and on the school bus.

*The administrator will follow the discipline plan described below and has the right to use his/her discretion to change the plan based on the evidence from each situation.

**PROGRESSIVE DISCIPLINE PROCEDURES**

When it is necessary to impose discipline, school administrators and teachers will follow a progressive discipline process. The degree of discipline to be imposed by each school official will be in proportion to the severity of the behavior of a particular student and will take into account the student's discipline history, the age of the student and other relevant factors. 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.

**BEHAVIOR(S) WHICH WILL RESULT IN DISCIPLINARY PROCEDURES**

The degree of discipline imposed will be in accordance with the progressive disciplinary process unless otherwise stated.

**Major Offenses include:** Fighting, verbal abuse, inappropriate contact or threat to an adult or school employee, weapons, drugs, alcohol, inappropriately touching another student, disrespect, dishonesty, cheating, theft, vandalism, bullying, chronic misconduct, chronic classroom disruptions, and insubordination.

**Minor Offenses include:** Verbal abuse, dishonesty, cheating, theft, vandalism to school / teacher property, bullying, and classroom disruptions. Other minor offenses may be addressed at the administrator’s discretion.

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

- Warning and/or counseling with an administrator or counselor
- Loss of privileges (field trips, activities, etc.)
- Time out
- In school suspension
- School work detail (picking up trash, etc.)
- Temporary removal from class or activity
- Notification of parents
- Parent conferences
- Community service at school
- After school detention
- Corporal punishment
- Short-term out of school suspension (1-10 days)
- Referral to a tribunal for long-term suspension or expulsion
- Temporary placement in an alternative education program (internal or external)
- Suspension or expulsion from the school bus
- 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.

**Corporal Punishment**

Corporal punishment may be administered by the principal or his/her designee in the presence of another certified school official. Such punishment shall not be administered as a first line of actions unless approved by the parent. Corporal punishment shall not be administered to a child whose parent/guardian has filed with the principal of the school a statement that they do not wish their child to be the recipient of corporal punishment. This statement letter must be done every year. In such case, other appropriate disciplinary measures, including suspension from school, shall be taken.

**Suspension/Expulsion**

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. Parents or students may elect not to contest whether a student has violated the Code of Conduct or the appropriate discipline, and 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, and an official notice from school signed by an administrator will be sent home that day with the student. 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.

**Student Searches**

School officials may search a student if there is reasonable suspicion the student is in possession of an item that is illegal or against school rules. Student book bags, school lockers, desks and other school property are subject to inspection and search by school authorities at any time without further notice to students 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 item brought on campus. Metal detectors and drug or weapon sniffing dogs may be utilized at school or at any school function, including activities which occur outside normal school hours or off the school campus at the discretion of administrators.

**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.

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.

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.
DEFINITION OF DISCIPLINARY TERMS

AWOL – Unauthorized absence and/or leave from class, school, activity or event.

Arson – Intentionally starting or attempting to start any fire or combustion.

Assault – A verbal threat to or an attempt to physically harm someone without actually touching him/her.

Battery – A beating or other wrongful physical violence or constraint without the person’s consent.

Bomb/Explosive – A device containing combustible materials and a fuse.

Bullying – In accordance with Georgia law, bullying is defined as an act that is:
(1) Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so;
(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 through the use of electronic communication, whether or not electronic act originated on school property or with school equipment, if the electronic communication (1) is directed specifically at students or school personnel, (2) is maliciously intended for the purpose of threatening the safety of those specified or substantially disrupting the orderly operation of the school, and (3) creates a reasonable fear of harm to the students’ or school personnel’s person or property or has a high likelihood of succeeding in that purpose.

Electronic communication includes, but is not limited to, any transfer of signs, signals, writings, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system.

Burglary – Unauthorized entry into a school district building (unoccupied) with the intent of committing a felony when the building is closed to the students and the public [See Theft].

Bus Misconduct – Failure to comply with rules of bus safety or Student Conduct Behavior Code.

Bus Suspension - The student is suspended from the bus for a specified period of time by the local school administrator. The student is expected to attend school, but the parents are responsible for providing transportation to school.

Chronic Lack of Supplies – Repeatedly reporting to class without necessary materials such as books, physical education attire, supplies, etc.

Dangerous Object - any object listed in the OCGA 6-11-127.1 that is not used in a threatening or aggressive manner.

Detention – Student attends a work/study session outside of regular school hours. Parent makes arrangements for transportation.

Disciplinary Probation – A student found guilty of certain offenses may be placed on probation by the local school and/or the Student Disciplinary Panel. Probation is a trial period during which a student violating school and/or school system rules is subject to further disciplinary action.

Disobedience/Insubordination – Failure of the student to comply with reasonable direction or instruction by staff.

Disorderly Conduct – Behaving in a violent or seriously inappropriate manner which disrupts the educational process.

Disrespect – Responding in a rude and impertinent manner.

Disruption – Behaving in a manner which interferes with educational activities.

Drug/Alcohol/Chemical Offense – Possession, sale, transmission, use, distribution, or being under the influence of any controlled substance or alcohol; includes any transfer of a prescription drug or any substance represented or believed to be a drug, regardless of its actual content.

Due Process – A student is afforded oral or written notice of the charges against him/her and is given an opportunity for a review, hearing or other procedural rights in accordance with state and federal laws.
Extortion – Use of “mild” threats or intimidation to demand money or something of value from another (no weapon).

False Fire Alarm – Reporting a fire to school or fire officials or setting off a fire alarm without a reasonable belief that a fire exists.

Felony – Any offense punishable as a felony under Georgia or federal law.

Fighting – Involves the exchange of mutual physical contact such as pushing, shoving and hitting, with or without injury.

Gambling – Playing any game of skill or chance for money or anything of value.

Harassment/Intimidation/Verbal Abuse – Disturbing consistently, by pestering or tormenting in the classroom, on the school bus, or elsewhere on the school site; which includes sexual harassment as defined by title IX of federal law.

Inappropriate Dress – Dressing in a manner that disrupts the teaching and learning of others or in violation of the school’s dress code.

Inappropriate Personal Property – Possession of personal property that is prohibited by the school rules, such as food, beverages, and electronic equipment.

In-School Suspension – The student is removed from regular classes for a specified period of time at the local school. Class work assignments are sent to the student by the teachers.

Loitering/Trespassing – Entering any school property or school facility without proper authority (includes student entry during a period of suspension or expulsion).

Long-Term Suspension – The student is suspended out-of-school for more than ten (10) days.

Non Prescription Drug – Over-the-counter drug not authorized by a registered physician and not prescribed for the student. Student use is prohibited except in accordance with local school policy.

Permanent Expulsion – The student is removed from all public school property, activities, and events for an indefinite period of time. This action may be taken by the Board of Education or Student Disciplinary Panel. School work may not be made up or credit given.

Prescription Drug – Use of a drug (medication) authorized by a registered physician and prescribed for the student. Student or parent should inform the school on the use of medically prescribed drug.

Profanity/Vulgarity – Writings, speech, or gestures that convey an offensive, obscene, or sexually suggestive message.

Robbery – Taking property from a person by force or violence, or threat of aggression.

Sexual Assault/Offenses – Intentional sexual contact of a harmful or offensive manner.

Short-Term Suspension – The student is suspended out of school up to ten (10) days by the local school administrator. The student may be suspended for an accumulation of offenses; as well as, a major offense. Suspended students may make up those tests and assignments that the teacher determines will have impact on the student’s final grade and mastery of course content. Assignments that the teacher does not require to be made up will not count towards a student’s final grade. It is the student’s responsibility to make arrangements to make up work within five (5) school days upon return to school. During the term of suspension, the student is not allowed on the school campus or at any school activity or school-sponsored event.

Student Disciplinary Panel – A three-member panel composed of an administrator, teacher, counselor, social worker or school officials. The Panel hears evidence presented by the school system, the student, and parents when a student is referred by the local school principal or his/her designee. The Panel has the authority to make decisions ranging from returning the student to the local school to recommending to permanent expulsion of the student.

Tardiness – Failure to be in assigned place at the assigned time without a valid excuse.

Theft/Larceny – Unlawful taking and carrying away of property belonging to another person (while the building is occupied) with the intent to deprive the owner of its use [See Burglary].

Transmission – The passing of any substance, article, or weapon to another person.

Truancy – The student stays out of school without permission or valid excuse.

Weapon – Any firearm or object listed in the OCGA 16-11-127.1 that is used in a threatening or aggressive manner.
Student Rights

Family Educational Rights and Privacy Act:
Under the Family Educational Rights and Privacy Act (FERPA) [20 USC 1232g], you have the right to:

1. Inspect and review, within 45 days of a request, the education records of a student who is your child, or in the case of a student who is 18 years of age or older, or those who are emancipated, your own education records. Parents or eligible students should submit to the administration a written request identifying the record(s) they wish to inspect. The administration will make arrangements for access and provide notice of such arrangements.

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

3. Consent to disclosure of personally identifiable information contained in the student’s education records, except to the extent that the Act and the regulations promulgated pursuant to the Act authorize disclosure without consent. One exception, which permits disclosure without consent, is to school officials with legitimate educational interest. A school official is a person employed by the district as an administrator, supervisor, instructor, support staff member, or a member of the school board; a person with whom the district has contracted to perform a specified task (such as attorney, auditor, therapist, or online educational services provider); a contractor, consultant, volunteer, or other party to whom the district has outsourced services, such as electronic data storage; or a parent or student serving on an official committee (such as a disciplinary or grievance committee). A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his/her professional responsibility. Upon request the school district will forward educational records without prior consent to another school in which the student seeks or intends to enroll.

FERPA Directory Information Notice:
The Laurens County School system has designed the following information as directory information:

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

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

Parent Notice of PPRA Rights
The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, requires school districts to notify parents and obtain consent or allow them to opt their child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas (“protected information surveys”):

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

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

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

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

Georgia Special Needs Scholarship
Under a 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/

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 cannot be understood by others
-If a child has difficulty seeing or hearing

Who may refer children?
-Parents/legal guardians
-Other family members
-School personnel
-Physicians
-Child care providers
-Community agencies
-Infants & Toddlers Program

Who do I contact?
Stacey Sanders, Special Education Director, Laurens County Board of Education
467 Firetower Road, Dublin, GA 31021  478-272-4767

Section 504 Parent Notice:
Any student or parent or guardian ("grievant") may request an impartial hearing due to the school system’s actions or inactions regarding your child’s identification, evaluation, or educational placement under Section 504. Requests for an impartial hearing must be in writing to the school system’s Section 504 Coordinator; however, a grievant’s failure to request a hearing in writing does not alleviate the school system’s obligation to provide an impartial hearing if the grievant orally requests an impartial hearing through the school system’s Section 504 Coordinator. The school system’s Section 504 Coordinator will assist the grievant in completing the written Request for the Hearing. The Section 504 Coordinator may be contacted through the school system’s central office. Copies of the 504 Procedural Safeguards and Notice of Rights of Students and Parents under Section 504 may be found at the system website or may be picked up at the central office or at any of the school offices.

If you need further information about your 504 Procedural Rights, please contact Stacey Sanders, Special Education Director, at 478-272-4767.
**Student Health**

**Hospital Homebound:**
The Laurens County School System has a Hospital Homebound Program for students enrolled in school who have a medically-diagnosed physical condition that restricts them to a hospital or their home for a period of time that will significantly interfere with their education. A student is eligible for hospital homebound educational services upon submitting a medical referral form to the local school system completed and signed by a physician. Included in this form shall be a statement by the physician that the student will be absent a minimum of 10 days and that the student is physically able to participate in educational instruction. Students are not eligible for this program if the absence is due to communicable disease (except as specified in State Board Policy JGCC).

**Immunization & Health Certificates:**
Every student must have an updated immunization record on file at school. Georgia Law requires children attending school (5 year old kindergarten – 12th grades) must be age appropriately immunized with all the 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 and including foreign exchange students, must have the Georgia Department of Human Resources (DHR) immunization certificate (Form 3231) marked Complete for School unless any of the following situations exist:

1. **Medical Exemption:** In this case the 3231 has an expiration date no more than 12 months from the date of issue. There must be an annual review of the medical exemption and the certificate reissued with or without indication of the medical exemption.

2. **Religious Exemption:** For a child to be exempt from immunization on religious grounds, the parent or guardian must furnish the school with a notarized statement and it must meet the following criteria: (A) State that their religious beliefs conflict with immunization requirements; (B) The statement must be signed and dated by the parent/guardian; (C) The statement must be notarized, dated, and signed by a Notary Public; (D) The statement should be submitted to the school in lieu of an immunization certificate (Form 3231); (E) The statement GaDOE’s not expire.

3. Waiver of 30 calendar days granted to Georgia residents by the superintendent or designee.

4. Waiver of 90 calendar days granted by the superintendent or design to students entering Georgia public schools from out of state, provided that documentation is on file from the county health department or a medical doctor stating that an immunization sequence has been started and can be completed within the 90 day waiver period.

5. The form can be computer generated and if the child attends more than one school, a photocopy of the form may be submitted to the second school.

For more information, visit [health.state.ga.us/programs/immunizations/index/asp](http://health.state.ga.us/programs/immunizations/index/asp)

A student, regardless of grade level, who has never been in a Georgia public school, must also provide certification of eye, ear, and dental examinations (EED). Any child admitted to school without a certificate must present one within 120 calendar days. The form for this examination is DHR Form 3300. All DHR forms may be obtained at the local public health departments or physician offices.

**Laurens County Schools Lice Policy**
The Laurens County School System has a NO-NIT head lice policy. Students may be checked periodically, or as needed, if head lice are suspected. If a child is identified with lice and/or nits (eggs), the child will be removed from the classroom, and the parents called to pick up their child(ren). 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 county schools may be checked and will be sent home if necessary. A parent, or other adult designee, are required to bring the child(ren) to school to be cleared of lice and/or nits, by the nurse or administration, before returning to the classroom. Parents may be required to receive clearance from the Health Department or personal physician before returning to school. Chronic problems with head lice will be referred to the school social worker or other Laurens County agency.
School Nutrition:

Laurens County School Nutrition
Enrolled students are eligible to receive a healthy breakfast and lunch each day at no charge for the 2016-2017 school year. Adult/Staff/Visitors: Adult Breakfast - $1.50 Adult Lunch - $3.00

Guidelines for Parents Visiting Schools during Lunch Time and Meals Brought from Home/Restaurants
While the participation of parents at school is encouraged, it may be necessary for individual principals to limit the access of parents visiting with their child during lunch due to time and space constraints. Food purchased from outside “fast food” restaurants, and remaining in original packaging (i.e. bags and wrappers) is not permitted in any Laurens County School cafeteria.

The School Nutrition Program will not be responsible for the safety of meals or food brought from home by student or faculty.

Promotion / Retention
The Board of Education (“The Board”) shall require all schools governed by its authority to abide by the State Board of Education Rule 160-4-2-.11, which specifies how the state-adopted assessments administered in grades 3, 5, and 8 will be used in making promotion, placement, and retention decisions for students once the Georgia Milestone Assessment Program is fully implemented by the State Board of Education.
1. Students in grades K-5 must pass Reading/English Language Arts, Math, and one of the following: Social Studies or Science on his/her final report card to be promoted. In addition, in accordance with state board policy IHE 160-4-2.1,
   • Grade 3 must also achieve grade level on the READING portion of the Georgia Milestone Assessment
   • Grade 5 must also achieve grade level on the Reading and Math portion of the Georgia Milestone Assessment
2. All students in grades 6-8 must pass four of the five required subjects on his/her final report card to be promoted. The five required subjects are the following: English Language Arts, Math, Social Studies, Science, and Connections. In addition, in accordance with state board policy IHE 160-4-2.1,
   • Grade 8 must also achieve grade level on the READING and Math portion of the Georgia Milestone Assessment

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

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. Please keep your information up-to-date so that we have an accurate phone number for you in the event the One Call Now System is used to relay school closing information.
Reporting Inappropriate Employee Behavior

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

Teacher Qualifications/Parent’s Right to Know

In compliance with the requirements of the federal law, the Laurens County Board of Education is informing parents of their right to request information about the professional qualification of their child’s teacher(s) and paraprofessionals(s). The following information may be requested: (1) whether the teacher has met state certification requirements for the grade level and subject areas he or she is teaching; (2) whether the teacher is teaching under an emergency or other provisional status through which state qualifications or certification criteria have been waived; (3) whether the teacher is teaching in his or her field of certification; and (4) whether the student is provided services by paraprofessionals, and if so, their qualifications. If a parent wishes to request information concerning their child’s teacher(s) and/or paraprofessional(s) that provide educational services, the parent must provide a written request to the school principal.
STUDENT/PARENT HANDBOOK
2017 - 2018

Northwest Laurens Elementary School
3330 Highway 80 West
Dudley, Georgia 31022
478-676-3475
478-676-2246 (Fax)

Dr. Amy Duke, Principal
Ronnie Locke, Assistant Principal
Deborah S. Moss, Counselor
Robyn Meeks, Counselor
PRINCIPAL’S MESSAGE

The purpose of this handbook is to acquaint you with some of the opportunities you have at Northwest Laurens Elementary and to familiarize you with our school routine. While you are here, we challenge you to commit yourself to our educational programs giving your best effort at all times. We encourage you to pursue your academic goals with enthusiasm and to become involved in various school activities. Let us together have the spirit and pride to do things that will make Northwest Laurens truly outstanding.

MISSION STATEMENT

“Rigor, Relevance, & Relationships: Every Student, Every Teacher, Every Day.”

Northwest Laurens exists to provide the best educational process possible for each student. We want all students to acquire necessary skills to grow, intellectually, physically, emotionally, socially, and to become productive, responsible members of society. The school provides an integrated curriculum in a conducive learning atmosphere to meet this goal.

PHILOSOPHY OF EDUCATION

Northwest Laurens exists to educate students by providing them with opportunities to develop the abilities that their potential and efforts will allow. The school recognizes individual differences and needs, and it seeks to provide for these through a comprehensive curriculum. A variety of extracurricular activities and events promotes social growth and progress. We believe that the total education of a child must be shared by the school, the students, the parents, and the community.

PHILOSOPHY OF CLASSROOM BEHAVIOR

It is important for students to show respect toward adults and classmates. Student behavior that disrupts the class and keeps other students from learning is unacceptable. The teacher will work with parents and administrators to eliminate inappropriate behavior.

GENERAL SCHOOL INFORMATION

TELEPHONE DIRECTORY

Main Office ......................... (478) 676-3475
School Fax ......................... (478) 676-2246

SCHEDULE FOR SCHOOL HOURS

Buses arrive ......................... 7:40 a.m.
Homeroom begins ................. 7:40 a.m.
Tardy Bell rings ................. 8:10 a.m.
First Period begins ............. 8:10 a.m.
Car Riders/Gym pickup
(Pre K -2) .................. 3:05 p.m. – 3:20 p.m.
Car Riders/Gym pickup
(Grades 3 - 5) ............. 3:20 p.m. – 3:35 p.m.
Bus Riders load ................... 3:25 p.m.

VISITORS

Visitors and parents are welcome on campus. All visitors should sign in at the office and receive a visitor’s sticker before going to various areas of the building.

STUDENT DRESS CODE

Research has indicated that there is a distinct relationship between students’ attire and their classroom behavior, attitude and achievement. A dress code which prevents a student’s appearance from distracting the important business of learning is enforced. Teachers will make a personal appearance check of their students each day. Any attire deemed inappropriate will be called to the attention of both the student and parent, and then the student
will be referred to the office to make arrangements for a change of clothing. Failure to secure proper clothing may result in In-School Suspension.

- Shirts / blouses must be buttoned, snapped or zipped to prevent mid-section / chest from showing.
- Pants must be worn at natural waist.
- Shoes must be worn at all times (tied, buckled or otherwise secured to feet). Tennis type shoes are recommended for PE class.
- Halter tops, muscle shirts or tank top are not permitted.
- Girls’ skirts should not be shorter than two inches above the top of knee.
- Shorts should be walking length.
- Sunglasses are not permitted except by a doctor’s prescription.
- Hats and caps are not permitted to be worn in the building with the exception of “hat day.”

Clothing should not be advertising alcohol, tobacco, satanic cults, promote violence or display vulgar language. The student dress code will apply for all school activities such as field trips or PTO.

**PERFECT ATTENDANCE**

Students attending all school days, as indicated on the adopted Laurens County school calendar, will be awarded a certificate for perfect attendance. The definition of Perfect Attendance is zero absences, zero tardies, and zero early dismissals.

**STUDENT CHECK-OUT PROCEDURES**

Students may leave school under the following conditions:

1. A note from home is approved by an administrator.
2. Parent, guardian or designee must come into the office to sign a student out. One must present driver’s license or state issued photo identification.

3. Students will only be released to those adults listed on the official enrollment form on file in the office.
4. Students will be called from class over the intercom rather than parents going to the classroom. Please follow this procedure to help us with your child’s safety.
5. Do not come to the office to sign students out after 2:30 P.M. Students who are picked up after 2:30 should be picked up through the car rider line or gym pick-up.

**ACADEMIC, REPORT CARDS, & HONOR ROLL**

**5th Grade Graduation Honor Graduate Requirements:**

*Must make honor roll 3 out of 4 nine weeks in academic areas, OR*

*Have an overall average of 90 or higher in the five academic subjects (Reading, Math, Language Arts, Science, and Social Studies).*

**State Curriculum and Student Standards**

As required by the Quality Basic Education Act of 1985, Georgia must maintain a curriculum that specifies what students are expected to know in each subject and grade. Georgia has provided schools with the Common Core Georgia Performance Standards (CCGPS).

**Academics**

Educational progress and accomplishments must be evaluated and recorded in terms of numerical grades. The following criteria will be used to establish uniformity:

1. Passing grades range from 70-100.
2. All work to be made up by the student must be done within five (5) school days after return from excused absences.
3. An incomplete (I) will be shown on the report card, but will not be recorded on permanent records. An incomplete will automatically become an F (failure) if the work is not made up during the allotted five (5) days.

Report Cards

Report card will be issued to each student at the end of each nine (9) week grading period by the homeroom teacher.

PE, Art, Music, Computer, and Character Ed will receive a number grade.

Honor Roll

Students in the 3rd, 4th, and 5th grades with a 90 or above overall average in Reading, Language Arts (language arts: writing, spelling, and English), Mathematics, Science, and Social Studies will be recognized as honor roll students. These students will be given an HONOR ROLL sticker after the first nine weeks to place on the family vehicle.

Gifted and Talented Services

Northwest Laurens Elementary School offers a gifted and talented program for students who demonstrate a high degree of intellectual and / or creative abilities. A student may be referred for consideration for these services by teachers, counselors, administrators, parents or guardians, peers, self or other individuals with knowledge of the student’s abilities. The student will be assessed and must meet the state requirement to be eligible for the REACH program.

State and Local Assessments

1. The Georgia Department of Education will implement the Georgia Milestones Assessment System (Georgia Milestones) during the 2017-2018 academic year. Georgia Milestones will be aligned to the Common Core Georgia Performance Standards (CCGPS). The Georgia Milestones is designed to prepare students for college and career and to provide a realistic picture of academic progress. A major benefit of the system is that it is one consistent testing program across grades 3-12, whereas previously students took a series of individual tests. The testing system includes open-ended questions to better gauge students’ content mastery. With some exceptions for special education students with specific testing accommodations, Georgia Milestones will be administered entirely online by the fifth year of implementation.

2. Northwest Laurens Elementary will administer the Georgia Milestones Assessment System (Georgia Milestones) exams to all students in grades 3-8 in the spring. The state designates which exams must be passed in order for promotion to the next grade. This is in addition to any local promotion requirements.

3. Assessments to measure the Laurens County Student Learning Objectives will be given in the fall and spring to all students in grades PreK-3.

4. **GKIDS (Georgia Kindergarten Inventory of Developing Skills)**
   a. The primary purpose of GKIDS is to provide ongoing diagnostic information about kindergarten students' developing skills in English/language arts (ELA), mathematics, science, social studies, social/emotional development, and approaches to learning. GKIDS will allow teachers to assess student performance during instruction, record student performance in an on-line database, and generate customized reports for instructional planning, report cards, and/or parents. GKIDS will also provide a summary of student performance at the end of the kindergarten school year.
GKIDS will serve both a formative and summative role in assessing kindergarten students.

LAURENS COUNTY SCHOOLS PROMOTION AND RETENTION POLICY

The Board of Education adopts this policy in accordance with O.C.G.A. 20-2-282 through 20-2-285 (Georgia Academic Placement and Promotion Policy) that bases the placement or promotion of a student into a grade, class or program on an assessment of the academic achievement of the student and a determination of the education setting in which the student is most likely to receive instruction and other services needed in order to succeed and progress to the next higher level of academic achievement.

The Superintendent and appropriate staff shall develop rules and regulations governing promotion, placement, and retention of students in grades K-12. Such rules and regulations shall include the following requirements:

1. Definitions consistent with those contained within State Board Rule 160-4-2-.11 Promotion, Placement and Retention.
2. Students shall be tested in accordance with requirements specified in State Board Rule 160-3-1-.07 Testing Programs - Student Assessment.
3. The promotion of students in grades 3, 5, and 8 shall be determined in accordance with State Board Rule 160-4-2-.11 Promotion, Placement and Retention that requires those students to achieve grade level on the Georgia Milestones.
4. The promotion of students in grades 1, 2, 4, 6, and 7 shall be determined by an administrative process led by the principal or designee. Promotion of such students shall be based on a review of factors specified within the district's rules and regulations, including, but not limited to, the student's performance on the Georgia Milestones.
5. The school principal or designee shall utilize the results of the Georgia Milestones as specified in this policy in determining (a) the overall academic achievement of students; (b) an appropriate plan of accelerated, differentiated, or additional instruction for students who do not achieve grade level; and (c) placement (with specific recommendations), promotion, or retention of a student.
6. Local promotion criteria which have been determined by the Board to be as follows:
   a. Kindergarten: First grade placement decisions are made on an individual basis, using the state mandated assessment results in concert with teacher recommendations and other relevant information.
   b. Grades 1-5: The student's teacher shall review the student's overall academic achievement, including the Georgia Milestones, and make a recommendation to the principal, consistent with State Board Rule and this policy, as to whether the student should be promoted or retained based on a determination that as a result of such promotion or retention, the student is likely to perform at grade level by the conclusion of the next school year. The principal, in consultation with the grade level teachers and with input from the Student Support Team as appropriate, shall make a decision as to whether the student will be promoted or retained.
7. Parents or guardians shall be notified annually that placement or promotion of a student into a grade, class, or program will be based on the academic achievement of the student on criterion-referenced assessments and other criteria established by the Board.
8. Appeals: There shall be no appeal of promotion/retention decisions beyond the school level.
COUNSELING

Counseling is provided in elementary schools to help students develop academically, personally, and socially. The counselor is available to meet the needs of all students pre-kindergarten through fifth grade. Students may participate in individual counseling a student will talk to the counselor alone. In group counseling, a student may talk to the counselor with other boys and girls about similar concerns. All students in a classroom participate during guidance classes, discussing topics such as study skills, values clarification, peer relationship, decision-making skills, etc. The counselor works with administrators, teachers, parents and community resource personnel for the betterment of the student’s life.

FOOD SERVICE PROGRAM

Laurens County School Nutrition Charge Policy

If a student chooses to bring food or beverages from home to consume in the cafeteria, it must be transported in a lunch box or bag. Beverages in glass containers are not permitted. Car riders who are eating breakfast at school must be in the cafeteria by 7:50 a.m.

MEDIA CENTER

The Media Center has a flexible schedule. Teachers may bring their classes whenever and often as it is needed. Teachers sign up for a time slot on a calendar posted in the Media Center. The Media Center is open to individual students and classes during the entire school day, each day of the school year. The Media Specialist is responsible for audio-visual equipment used throughout the school.

TELEPHONE

The telephone is for business use only. No social calls are to be made or received on the school telephone. Students will not be called to the office for a phone call. The office will take messages which are important and deliver them by intercom at 2:30 p.m. Students are allowed to call home only if they are sick. Unless an emergency arises, students should be given instructions for after school departure before leaving home each morning rather than parents calling the school with messages during the day.

CAR RIDER PROCEDURES

DISMISSAL PROCEDURES

Students may not be checked out in the office after 2:30 p.m. All NWLE car riders must declare front car rider or gym pick-up. There is NO back car rider option for NWLE students in the afternoons. This is for the safety of our students.

- Car riders in PreK-2nd grades are to be picked up between 3:00-3:15 p.m.
- Car riders in grades 3-5 are to be picked up between 3:15-3:30 p.m.
- Middle and high school students may be picked up from the bus ramp after busses depart until 3:35 p.m. Cars may not enter the bus ramp before the busses depart.

Options for getting to the bus ramp:
- Leave campus and go to Hwy 338 and then to Field Street
  - Leave campus and go to Whipples Crossing and then to Field Street.
  - Stay on campus and take the service road behind the lunchroom.

ASD (AFTER SCHOOL DETENTION)

*If a student receives five “marks” in the same area he/she will be given detention. Example: Joe receives 5 marks in Math. He then has detention. (He does not have detention if these 5 marks are from different subjects).

*If a student receives 5 unacceptable behavior marks (UB) he/she will be given detention. This can be from ANY teacher during the day.
*Students shall receive marks for their agenda not being signed, being off task, not having supplies, and for not returning signed papers.

*After being assigned detention for one of these areas, if the SAME problem occurs again, detention is reassigned after 2 marks (You do not wait for 5 additional marks).

*After being assigned detention for the same area twice, a mandatory parent conference will be scheduled.

*Each nine weeks, students’ marks are erased and they begin with a “clean slate.”

*After School Detention will be held on Thursday of each week from 3:30-4:30. Failure to pick your child up on time will result in a fee paid to After School Program.

*An After School Detention notice will be sent home for the parent/guardian to sign stating that the student will be picked up at 4:30 pm. If there is a scheduling problem with ASD, please contact the teacher or call the school to reschedule.

*Students who have ASD on 5 or more occasions can be referred to the school social worker, and/or face possible out of school suspension. A student who fails to get his/her detention notice signed will be suspended until a parent conference can be held.

MEDICATION

All medication must be left in the clinic for safekeeping. Students will be allowed to take prescribed medicine by going to the clinic to get their medicine at the prescribed time. Send all medication in original or prescription containers. Be sure that the child’s name is on the container. (See School Clinic page in this handbook.)

SCHOOL HEALTH CLINIC

All students must have a completed and signed Permission and Health History Form before any treatment other than emergency care and basic first-aid can be given. In the event of serious illness or injury you will be notified immediately and appropriate care given.

Medication should not be given at school unless absolutely necessary. Medications are a parental responsibility. An adult must bring and pick up all medications. Under no circumstance should medication be transported by bus.

All medications other than the ones listed on the permission form for occasional use, (Tylenol, Tums etc.) will require written instruction and signature. Medication must be in the original container. Pharmacists will gladly make extra, labeled bottles for prescription medication to be used at school. Any medication not in original containers (baggies, envelopes etc.) will not be administered and held for pick up by an adult.

Parents are responsible for supplying medications, keeping medication and contact information current, and supplying any device needed to administer the medications. 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.

Any child who is to carry emergency medication, epi-pens or inhalers, must have emergency care plans and authorization forms completed and signed by their doctor. These may be picked up in the clinic.

The following will require a Medication Authorization Form filled out and signed by a physician: These forms are available at the school and on our school website.

1. All prescription medications, antibiotics prescribed three (3) times a day should be given at home unless the doctor specifies a time and reason to give at school.
2. Any over-the-counter medication that is not age appropriate or any dosage that is greater than recommended standards. Read all labels.
3. Any over-the-counter medication that is given routinely for longer than one week.

A student should stay home with these symptoms:

1. A fever of 100.4 degrees or more, and should remain at home for 24 hours after the temperature returns to normal.

2. Vomiting or diarrhea, and should remain at home for 24 hours after it has stopped.

3. Persistent cough.

4. Widespread rash.

5. Open or draining skin sores.

6. Inflamed or draining eyes or ears.

Students with these symptoms at school may be sent home until well, or cleared by a doctor.

NWLE EXTENDED CARE PROGRAMS

• **Early Care Program** hours are 7:00 - 7:30 a.m. (Monday-Friday)
  The cost is $10 per week.

• **After School Program** hours are 3:35 to 6:00 (Monday –Friday)
  The cost is $7.00 per day. Payments are to be received on or before Friday of each week.

• We serve Northwest Laurens students in grades Pre-K through 5th grade.

• We provide a breakfast or snack, time for homework, and fun supervised activities.

• Tutoring is offered on a limited basis (See Mr. Locke.)

SUMMER PROGRAM

• Prices for the summer are $16.00 per day. This price will include any field trips that we take. A schedule will be provided.

• Payments are to be received on or before Friday of each week.

• We will be closed on or around July 4th each summer.

• Any personal belongings brought to school should have the student’s name written on it. The student is responsible for any item brought from home.

• The school will be responsible for breakfast and lunch. An afternoon snack will be provided, or one can be sent from home.

• We open at 7:30 a.m. and close at 6:00 p.m. Please enter at the front entrance nearest the gym.

For questions about any of our extended care programs, please contact Ronnie Locke Assistant Principal/Program Coordinator.

Phone number: (478) 676-3394 Ext. 6200 or 676-3475 Ext. 6006
NWLE Discipline Policy

Step 1: The teacher or the team of teachers will conduct two parent-teacher conferences concerning behavior. These conferences may be held face to face, over the phone, or via e-mail. The discipline plan will be shared with the student and the parents during both meetings.

Step 2: (Grades K through 2) After the initial two conferences, the student may be sent to the counselor for counseling. During this session, the counselor will contact the parent and share the discipline policy again. If the counselor feels that it is necessary, the student may be sent to the administrator for consequences listed in Step 3.

Step 3: (Grades 3 through 5) After the initial two conferences with parents and upon receipt of an office referral, the student will proceed to an administrator who will possibly execute one of the following consequences.

<table>
<thead>
<tr>
<th>First Office Referral:</th>
<th>Second Office Referral:</th>
<th>Third Office Referral:</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 days After School detention</td>
<td>2 days After School detention</td>
<td>2 days After School detention</td>
</tr>
<tr>
<td>1 day OSS (Out of School Suspension)</td>
<td>1 day OSS (Out of School Suspension)</td>
<td>1 day OSS (Out of School Suspension)</td>
</tr>
<tr>
<td>Corporal Punishment (3 Licks /Paddle)</td>
<td>Corporal Punishment (3 Licks /Paddle)</td>
<td>Corporal Punishment (3 Licks /Paddle)</td>
</tr>
</tbody>
</table>

After third office referral, student will not be allowed to participate in school field trips or extracurricular activities.

<table>
<thead>
<tr>
<th>Fourth Office Referral:</th>
<th>Fifth Office Referral:</th>
<th>Sixth Office Referral:</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 days After School detention</td>
<td>6 days After School detention</td>
<td>8 days After School detention</td>
</tr>
<tr>
<td>2 days OSS</td>
<td>3 days OSS</td>
<td>4 days OSS</td>
</tr>
</tbody>
</table>

Response to Intervention (RTI) will be considered after the sixth office referral.

<table>
<thead>
<tr>
<th>Seventh Office Referral:</th>
<th>Eighth Office Referral:</th>
<th>Ninth Office Referral:</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 days After School detention</td>
<td>10 days After School detention</td>
<td>10 days After School detention</td>
</tr>
<tr>
<td>5 days OSS</td>
<td>5 days OSS</td>
<td>5 days OSS</td>
</tr>
</tbody>
</table>

Upon his/her tenth office referral, the student may be scheduled for a tribunal.

*There are a few offenses that warrant automatic referrals. In these cases, steps 1 and 2 will be bypassed.

Automatic Office Referrals may include, but are not limited to:

- Fighting
- Vandalism
- Profanity/Offensive Gestures
- Sexual Harassment
- Possession of Tobacco/Drugs/Weapons
- Stealing
- Cutting Class

*At the discretion of the administration, any of the above offenses may result in referral for tribunal referral.
S

Schools understand that parents are busy people, but there are many different ways you can get involved in your child’s education. No matter how little or how much time you have, there are many ways you can positively impact your child’s education at school and at home. Remember, when parents get involved and stay involved, all students achieve at higher levels.

1. **VOLUNTEER AT SCHOOL**
   Schools often send home lists of various ways that parents can volunteer. If they don’t, let your child’s teachers, principal, or counselors know your special skills and ask what you can do to help.

2. **SHOW YOUR CHILD THAT YOU CARE**
   Have a conversation with your child about school and homework regularly. Ask specific questions that inform you about your child’s day. Know what classes your child is taking, who your child’s friends are, and other essential information.

3. **KEEP IN TOUCH WITH THE SCHOOL**
   Get to know your child’s teachers, principal, counselors, and school’s parent involvement coordinator. Make it a point to stay in contact with them throughout the school year.

4. **EXPRESS HIGH EDUCATIONAL EXPECTATIONS**
   Encourage your child to take challenging courses and monitor your child’s academic performance (homework, grades, and test scores) throughout the year. Emphasize effort and achievement.

5. **ATTEND SCHOOL MEETINGS, FUNCTIONS, AND EVENTS**
   Make time to attend parent-teacher conferences, parent fairs, curriculum nights, award ceremonies, and other school events. Your attendance and support matters to your child.

6. **SEEK OUT INFORMATION**
   Request a meeting with your child’s teacher regarding any aspect of your child’s education. If you have other questions, ask the school by calling or sending a note so they can link you with the appropriate person that can respond to your needs.

7. **BE AN ACTIVE PART OF DECISION MAKING COMMITTEES**
   Participate in parent or school leadership organizations. Ask your school about the Parent Teacher Association or Parent Teacher Organization, school council, parent advisory committee, or other parent organizations and then join one.

8. **MAKE SCHOOL IMPORTANT**
   Talk positively about school with your child. Send your child prepared for school each day with pens, pencils, notebooks, and homework completed. Make school a priority by ensuring they are at school every day and arrive on time.

9. **BE SEEN AT SCHOOL**
   Arrange a visit to your child’s classroom, have lunch with your child at school, or visit the Parent Center. Your presence matters and shows the school that you are invested in your child’s education.

10. **BE INFORMED AND RESPONSIVE**
    Ask, collect, read, and respond, if needed, to all information (school policies, field trip information, student handbook, etc.) that is sent from your child’s school or teacher. If you need to receive information in a language other than English, call or visit the school.

11. **VISIT YOUR SCHOOL’S WEBSITE**
    Access all kinds of information, including homework assignments, class schedules, lesson plans, test dates, and grades on your child’s school website. If you don’t know your school’s website, ask your child’s teacher or the school.

12. **PARTicipate in workshops that are offered**
    Look for great opportunities to meet other parents at school through workshops that cover topics such as child development, school standards, and other shared parent concerns. If workshops are not offered regularly, help plan one or suggest ideas to your school counselor or parent involvement coordinator.

13. **PROVIDE A RICH LEARNING ENVIRONMENT AT HOME**
    Make time for meaningful dinner conversations, board games, reading time, family sports, and daily routines. Activities like these will contribute to your child’s academic achievement at school.

14. **DROP IN ON AFTER SCHOOL OR EXTRACURRICULAR ACTIVITIES**
    Pick your child up from after-school activities or stop by a few minutes early to watch your child in action, if you are unavailable during the school day. It is also important to know your child’s after-school teacher, instructor, or coach.

15. **INVITE THE COMMUNITY TO PARTNER WITH THE SCHOOL**
    Encourage local businesses, churches, clubs, or civic organizations that you are involved with to volunteer or financially support the school. Have community partners provide schools and families with information about services and resources they provide that support student learning such as mentoring, tutoring, and service learning activities.
RECEIPT OF STUDENT HANDBOOK SIGNATURE PAGE

Student: ________________________
Teacher: ____________________
Grade: ______

Dear Parents:

Please sign this page, tear completely from the handbook, and return to your child’s teacher.

____________________________, and
Parent’s Name

____________________________
Child’s Name

We have read the information in the Northwest Laurens Elementary School Student Handbook and understand that the school must operate in accordance with the stated policies and procedures.

We have paid particular attention to information addressing the following policies:

- Student Code of Conduct
- Attendance
- Bus Safety
- Internet Acceptable Use
- Gifted and Talented Services
- ASD (After School Detention)

____________________________
Parent’s Signature                    Date

____________________________
Student’s Signature                    Date

If you DO NOT want the administrators of NWLE to administer corporal punishment as a consequence, please initial here. ________________

DISCIPLINE POLICY ACKNOWLEDGEMENT

We, the faculty and staff at Northwest Laurens Elementary, are concerned about the education of your child. Therefore, we would like to work with you to create an atmosphere that is conducive to learning.

The following is a list of general rules for NWLE:

1. Follow directions.
2. Be respectful and courteous of others.
3. Come to school prepared and ready to learn.
4. Listen when the teacher is talking.
5. Do not talk out-of-turn.
6. Use your best behavior at all times.
7. Keep a positive attitude.

Procedure for handling violations of rules: The classroom teacher will work to correct problems in the classroom. However, if a problem continues, the child’s parents will be contacted for support in correcting the child’s behavior. When a problem continues after parents have been notified, the child will be referred to a school administrator. Possible consequences at this point include, but are not limited to: loss of privileges, after-school detention, corporal punishment, and out-of-school suspension. The NWLE discipline policy is on page 29 of this handbook.

Our goal in handling any form of misbehavior is to correct the behavior so your child and other students in the class have the best opportunity possible to benefit from the educational experience at Northwest Laurens Elementary. Of utmost importance in accomplishing this goal is the support of parents. We thank you for your support and look forward to working with your child this year.

Please read and explain this policy (pg. 29) to your child.

I have read and explained this discipline policy to my child:

____________________________
Student’s Full Name

____________________________
Parent/Guardian’s Signature