# Laurens County School District
## 2020-2021 School Calendar

<table>
<thead>
<tr>
<th>July 2020</th>
<th>August 2020</th>
<th>July 1,2,3, 2020</th>
<th>July 29- Aug 3, 2020</th>
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<tr>
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<td>13 14 15 16 17</td>
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<td>August 4, 2020 First Day for Students</td>
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<td>20 21 22 23 24</td>
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<td>December 18, 2020 Last Day 1st Semester (1/2 day for students)</td>
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SELLING OF ITEMS
SKIPPING CLASS
TARDIES/EARLY DISMISSALS
TERRORISTIC THREATS OR ACTS
TEXTBOOKS AND OTHER INSTRUCTIONAL RESOURCES
THEFT
THREATS OR THREATENING GESTURES
TOBACCO/ELECTRONIC CIGARETTES
VULGAR MATERIAL
WEAPONS
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ACCEPTABLE USE POLICY INTERNET/EMAIL/WAN
LAURENS COUNTY AUP AGREEMENT FORM
STUDENT/PARENT POLICY UNDERSTANDING ACKNOWLEDGEMENT
HANDBOOK AGREEMENT FORM
CLUB REFUSAL TO PARTICIPATE FORM
READING LOG
EAST LAURENS MIDDLE SCHOOL  
STUDENT HANDBOOK  
2020-2021

Administration: 
Dr. James Lawhorn, Principal
Brandi Purser, Assistant Principal

Instructional Coach: 
Kristi Garrett

Secretaries: 
Leighann Spivey
Charline Foskey

School Phone: 
(478) 272-1201

Fax Number: 
(478) 609-2176

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

Guidance Counselors: 
J’Netra McWilliams

Social Worker: 
Summer Faulk

Resource Officer: 
Officer Matt Surine

School Website: 
www.elms.lcboe.net

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

School Colors: 
Black & Gold

School Mascot: 
Falcon
**LCBOE Mission Statement:**
Laurens County Schools are student-centered communities of learners that challenge students to become independent critical thinkers, problem solvers, and contributing citizens.

**LCBOE Vision Statement:**
Rigor, Relevance, Relationships ... every teacher, every student, every day!

**LCBOE Vision Beliefs:**
1. Students should be the focus of all decisions.
2. All students deserve a safe, orderly, and nurturing learning environment.
3. All students are capable of learning and succeeding.
4. Student engagement is necessary for learning.
5. Learning should be relevant, rigorous, and student centered.
6. Parental involvement is a key component in the educational process.
7. Schools and communities must have a mutually supportive and respectful relationship.
8. The classroom teacher is the catalyst for learning and is an important factor for student achievement.
9. Schools provide tools and skills for successful lives.
10. Effective school systems adapt to change in a positive, productive manner and view improvement as a continual process.
**ELMS Mission Statement:**
The mission of ELMS is to promote teaching and learning so that our students will become active learners and achieve academic and overall success.

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

[Image of a school building]

[Website link: www.elms.lcboe.net]

*Note: This year’s 2020-2021 Student Handbook SUPERSEDES all other Student Handbooks.*
STATEMENT OF NONDISCRIMINATION

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

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

DISCRIMINATION/HARASSMENT REPORTING

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

Dear Parents and Students:

Welcome to East Laurens Middle School where Every Learner Must Succeed! We look forward to helping to develop your student academically and in character. Our talented and dedicated staff will foster this development.

This student handbook is designed to help our parents and students better understand our procedures and guidelines at ELMS. In an effort to make our school a safe, orderly environment, we must minimize disciplinary problems and spend the majority of our time in the pursuit of academic excellence. We ask that parents help by reviewing and supporting this plan. Together we can make this a great year.

East Laurens Middle School is designated as a Title I Middle School this year. This means our students and teachers receive additional resources to help with our school improvement process.

Please feel free to call and make an appointment to visit your child’s teachers. Each teacher has a planning period, and our secretaries will be glad to assist you with a visitor’s schedule and pass. Our administrative staff is also available to assist you with any concerns you may have.

Respectfully,

Dr. James Lawhorn
Principal, ELMS
Preface

EFFECT OF STUDENT HANDBOOK

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

The ultimate administrative responsibility for ELMS is vested in the Principal who must treat each situation, whether disciplinary or administrative, from the perspective of what is in the best interest of the individual student concerned, the other students in the school, and the ongoing education mission of the school and of the Laurens County School System.
## ELMS Schedule FY21

### Period 1

<table>
<thead>
<tr>
<th>Class</th>
<th>Period</th>
<th>Time</th>
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<tbody>
<tr>
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### 6th Grade

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<td>Miller, K.</td>
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<td>Baldwin, G.</td>
<td>Baldwin, G.</td>
<td>Baldwin, G.</td>
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<td>Conyers, P.</td>
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<td>408</td>
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### Connections

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<tbody>
<tr>
<td>Watkins, M.</td>
<td>Agriculture</td>
<td>404</td>
<td>Band</td>
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<td>Hubbard, S.</td>
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<td>Music Appreciation</td>
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<tr>
<td>Griffin, C.</td>
<td>Business</td>
<td>412</td>
<td>Music</td>
</tr>
<tr>
<td>Jones, F.</td>
<td>Technology</td>
<td>412</td>
<td>Music</td>
</tr>
<tr>
<td>Clark, K.</td>
<td>Music</td>
<td>416</td>
<td>Music</td>
</tr>
<tr>
<td>Necci, C.</td>
<td>Journalism</td>
<td>416</td>
<td>Music</td>
</tr>
<tr>
<td>Smith, D.</td>
<td>Physical Education</td>
<td>417</td>
<td>Music</td>
</tr>
<tr>
<td>Hartzog, C.</td>
<td>Physical Education</td>
<td>417</td>
<td>Band (Woodwinds)</td>
</tr>
<tr>
<td>King, D.</td>
<td>Band-Mood Bell</td>
<td>527</td>
<td>Band (Brass &amp; Percussion)</td>
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</tbody>
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### Math Intervention

<table>
<thead>
<tr>
<th>Name</th>
<th>Class</th>
<th>Period 2</th>
<th>Period 3</th>
<th>Period 4</th>
<th>Period 5</th>
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<tr>
<td>Woods, C.</td>
<td>Math Push-In</td>
<td>522</td>
<td>503</td>
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<td>516</td>
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<tr>
<td>Planning (Rotates)</td>
<td></td>
<td>Monday</td>
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### Reading Intervention

<table>
<thead>
<tr>
<th>Name</th>
<th>Class</th>
<th>Period 2</th>
<th>Period 3</th>
<th>Period 4</th>
<th>Period 5</th>
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<tbody>
<tr>
<td>Poole-Smith, C.</td>
<td>525</td>
<td>7th Grade</td>
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<td>7th Grade</td>
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<td>514</td>
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</tr>
</tbody>
</table>

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*Note: All times are in military time.*
PART 1 SCHOOL PROCEDURES
*All school procedures and disciplinary guidelines in this handbook will be upheld by the school administration unless circumstances dictate a change.

ABSENCE FROM SCHOOL (see also MAKE-UP WORK and ATTENDANCE)
When a student is absent from school, the parent or guardian is expected to provide the school with a written excuse upon the student’s return.

The note should state:
• Student’s full name
• The date(s) and reason for the absence
• The parent or guardian’s name and a telephone number where they may be reached

Personal illness, family illness, death of a close relative, or other absences approved by the principal are considered excused absences. After being absent, a student must turn in a note to the office and get an excuse before 8am of the following day.

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

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

ASSEN PARENT PORTAL PROGRAM
Aspen is a web-based program which allows parents to view a child’s schedule, attendance, and grades. Parents should call the school for information about how to register for this program. Once a parent has registered, he/she may log into the program from the school’s web site at www.elms.lcboe.net.

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

ATHLETIC ELIGIBILITY
To be eligible to participate on any athletic team, a student must pass or be passing four (4) out of five (5) classes. All connections classes will be averaged per semester and count as one (1) grade. Students who are not promoted to the next grade are not eligible for play. Sixth (6th) grade boys must weigh at least one hundred-fifteen (115) pounds to be eligible for football. To be eligible to participate in interscholastic activities, a student must not have reached his 16th birthday prior to May 1st, preceding his year of
participation. If a student quits a team after the two-week grace period, that student is not eligible for another team until the season for that sport is over.

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

**ATTENDANCE**
See Laurens County Attendance Protocol in the Appendix.

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

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

**BREAK**
Break is at 9:20am for 6th and 7th grade, and at 10:40am for 8th grade. Unless the weather is bad, all students will go outside for break. Break is a privilege and it can be taken away!

**BUS NOTES**
If a student needs to ride another bus home from school, the student must bring a signed note from home. The note must have a phone number where parent can be reached. The note must be turned in to the office **first thing in the morning** and a Laurens County Bus form will be issued for that day. Students should not wait until time to board the bus to get a bus form.

**CAR RIDERS**
All ELMS car riders are to be dropped off and picked up behind the school beside the ELMS baseball field or in front of ELHS. ELMS car riders will be dismissed in the afternoon at 3:15pm.

**CHANGING CLASSES**
Students should change classes quickly and quietly. Students should take the shortest approved route from one class to the other. When possible, students will walk on the right side of the hallway. Teachers will facilitate this transition. Before school, after break, and after lunch, students should begin moving to their classes immediately when directed by their teachers. Running in the halls, loitering, and horseplay are not permitted. Please, do not block the hall!
CLUBS (School Sponsored)
School sponsored clubs (excluding competitive interscholastic activities or events) are those under the sponsorship, direction and control of the school that organize and meet for common goals, objectives, and purposes. State law requires that parents have the right to withhold permission for their students to participate in any school sponsored club or organization designated by them. The following school sponsored clubs will be in operation during this school year, for which information is provided regarding the name of each club, its purpose, faculty sponsor and a description of past or planned activities. You, as the parent/guardian, have the right to withhold in writing your permission for your student’s participation in any club or organization. For your convenience, a form is included in this handbook if you do not wish for your student to participate in the club you have designated on the form. If a club is added during the school year, you will be provided information on the club and your written permission will be required prior to your student’s participation.

Club Offerings:

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

Beta Club (Junior)
The East Laurens Middle School Beta Club is open to all students in grades 6-8 who have demonstrated high achievement by maintaining a cumulative average of 90 or above in their academic courses. Students must not have more than one punishable discipline referral. The club is affiliated with National Beta Club, www.betaclub.org/. The Beta Club motto is “Let us lead by serving others.” Members are involved in service projects throughout the year. Dues are $20 per year. There are additional fees to compete at the State and National Conventions.
**Fellowship of Christian Athletes (FCA)**

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

**Future Business Leaders of America (FBLA)**

FBLA is the largest student business organization in the world with over 250,000 members. FBLA prepares students for “real world” professional experiences. Members gain the competitive edge for college and career success. The FBLA-PBL Motto is *SERVICE, EDUCATION, PROGRESS* and its mission is to bring business and education together in a positive working relationship through innovative leadership and career development programs. ELMS FBLA was chartered in 2009 and has continued to grow each year. ELMS FBLA has developed a winning tradition in Region 4 and strives to perform in an exemplary manner in both region and state competitions.

**TSA**

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

**FFA**

FFA is a dynamic youth organization that changes lives and prepares members for premier leadership, personal growth and career success through agricultural education. FFA develops members’ potential and helps them discover their talent through hands-on experiences, which give members the tools to achieve real-world success. Members are future chemists, veterinarians, government officials, entrepreneurs, bankers, international business leaders, teachers and premier professionals in many career fields. FFA is an intracurricular student organization for those interested in agriculture and leadership. It is one of the three components of agricultural education. Join early to be involved! You do not have to wait until you have the class.
CHANGE OF STUDENT INFORMATION
Any time there is a change in a student’s address or phone number, please contact the school office. In case of an emergency, student information needs to be current. If a student finds it necessary to leave school before the end of the school day:

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

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

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

EXTRA CURRICULAR ACTIVITIES   (See also FIELD TRIPS)
Extra-curricular activities are a privilege and can be taken away.

FIELD TRIPS (including club trips)
Students must be in good standings with the office before they can attend any field trips. If a student has more than 2 unexcused days in the Fall or 6 unexcused days in the Spring, approval must be granted by the school administration. No student may attend any extracurricular activities if he/she is currently suspended or in In-School Suspension. Finally, any student who has accumulated more than 3 school or bus referrals must receive special permission from the administration to attend any field trips.

FINAL EXAMS (CRITERIA FOR EXEMPTION)
The following criteria are to be used to exempt students from final exams:

1. A student must have a 90 or above average in the subject he/she is seeking to exempt....or
2. A student making a 3 or 4 on the GA Milestones in the subject area tested.
3. A student must have no more than five (5) unexcused absences in the class to be exempted.
4. A student must have no more than ten (10) excused tardies/early dismissals in the class to be exempted.
5. A student must not have been suspended (O.S.S.) during current year.
6. If a student has any outstanding obligations, that student cannot exempt.
   *Absences that are a result of school functions or activities will not count against the student.
**FIRE DRILLS**
Directions for leaving the building during a fire or fire drill are posted in each classroom. Students are requested to become aware of these directions. During a fire drill, students are to follow the directions posted in the classroom and to go quickly to the appointed exit and area on the school campus. The signal given will be the GEMA CODE and an announcement, and/or the fire alarm.

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

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

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

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

**HALLS**
WALK on the RIGHT SIDE of the hall. Running is not acceptable in the building at any time. Gentlemanly and ladylike behavior is expected in the halls with noise held to a minimum. Loitering in the halls between classes is not allowed. Students are to go directly to their classrooms.

**HOSPITAL HOMEBOUND SERVICES**
For the Laurens County Board of Education policy on Hospital Homebound Services, please visit the LCBOE website at [http://www.lcboe.net/Content2/6](http://www.lcboe.net/Content2/6).

**INTERNET SAFETY**
For the Laurens County Board of Education policy on Internet Safety, please visit the LCBOE website at [http://www.lcboe.net/Content2/6](http://www.lcboe.net/Content2/6).
LOST AND FOUND
Anyone who finds a lost or misplaced article should take the article to the office. Students looking for lost possessions should check with administration or office staff. If found articles are not claimed within a reasonable length of time, they will be discarded.

MAKE-UP WORK
Students may make up work missed due to any absence or school activity. It is the responsibility of the student to make arrangements with the teacher to get the missed assignments. Students have three (3) days for the 1st day missed, and 1 day for each day thereafter. For example, if a student misses 4 days in a row, the student would have a total of 6 days to make up the work. After the given number of days has expired, the student will receive a zero for any work that has not been turned in. It is the student’s responsibility to arrange to make up missed work with the teacher. Teachers are not required to permit make up work during regular class time, because this will cause the student to miss even more class time. Upon returning after an absence, a student must make arrangements to make up any missed work with the teacher. The teacher will then set a time for the work to be made up. If the work is not made up, the student will receive a zero on the work.

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

Media Center Behavior Guidelines:
1. Students will come to the library with the necessary materials, which could include: agenda, pencil, paper, list of approved websites, books.
2. Students must have their own agenda signed by their teacher with their library barcode sticker attached in order to check out books. The cost is $0.25 if a student needs a replacement barcode sticker.
3. Students will remain quiet enough for others to work.
4. As a rule, students should check out two books from the library at a time. Exceptions may be made; however, students should adhere to this guideline.
5. Students will exhibit proper library etiquette at all times by:
   a. Being respectful of any adult staff member or volunteer in the media center.
   b. Checking out books in a timely manner.
   c. Obeying all school rules including dress code guidelines.
6. Students may not chew gum or bring bottled drinks that have been opened into the library.
7. Students are limited to one library visit per day to check out books and one library visit per day to use computers and two library visits for each purpose per week.
8. ELMS students may not use or go on the ELHS side of the library nor are they allowed to interact in any way with an ELHS student unless that student is working as a library volunteer at the ELMS library.
*** Students who do not follow the media center guidelines will be asked to return to their classroom. Further disciplinary action may also be taken. If students are asked to return to class due to failure to follow media center guidelines, they will not be allowed to return to the media center for a minimum of one day.

Students who abuse the library privileges can have them restricted or revoked by the school administrators and/or the school media specialist.

**Damaged and Overdue Books:**
Students should return their borrowed books to the library in a timely manner. **Any student who has a book that is at least one month overdue will lose their library privileges until the overdue book is re-checked, returned, or the replacement cost is paid.** At the beginning of the fourth nine weeks, any overdue book must be returned, re-checked or replaced to maintain library privileges. If books are damaged so that they are no longer usable, students must pay the replacement cost of the book.

**Computer and Internet Usage:**

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

**MEDICATION**
If a student must take medication, arrangements should be made with the attending physician so that the medication may be given at home, before and after school hours. If this is not possible, the medication must be brought to school fully labeled, in the original container from the pharmacist, and given to the school nurse for dispensing. Parents should send only the dosage of medication that is required. All over-the-counter medication should be given to the nurse for the nurse to dispense. Students should not have medication in their possession. Students should not give or sell another student any type of medication.

**MOMENT OF REFLECTION**
At the beginning of announcements each school day, ELMS will conduct a brief period of quiet reflection for no more than 60 seconds with the participation of all the pupils therein assembled.
MONEY AND VALUABLES
Large sums of money or valuables should not be brought to school. NEVER LEAVE VALUABLE POSSESSIONS UNATTENDED. The school will not be responsible for lost or stolen valuables. Any item that causes an interruption, is against school or state law, or is considered inappropriate for school will be taken from the student and the necessary disciplinary actions will follow. The item may or may not be returned, based on the circumstances involved.

OFFICE TELEPHONE
The office telephone is a business phone and should be used by students for emergencies only. Students must have a phone pass from their classroom teacher for permission to use the phone. Once in the office, the student must register his/her call with the school secretary and use a designated phone line. Students who are sick are to go to the school nurse, and she will call parents when necessary.

OUTSTANDING OBLIGATIONS
All monies owed by students must be paid. Outstanding obligations of all students must be paid or their report card could be withheld. Final report cards will not be issued to students that owe the school money at the end of the school year.

PARENT'S RIGHT TO KNOW / TEACHER QUALIFICATIONS
In compliance with the requirements of federal law, all schools inform parents of their right to request information about the professional qualifications of their child’s teacher(s) and paraprofessional(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/or (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 the paraprofessional(s) that provide educational services, the parent must provide a written request to the school principal.

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

PARENT PICK-UPS
Laurens County Schools provide free public transportation for county students. The buses arrive at ELMS between 7:30am and 7:45am in the morning and leave around 3:15pm in the afternoon. If you choose for your child not to ride the bus, please be advised that you must follow all safety rules when you drive on campus. Car riders will be dismissed around 3:15pm. Parents should follow all safety signs. Drivers should not cut across the parking lot, make U-turns, or in any other way endanger students. PLEASE FOLLOW THE SIGNS!!!
**PARTICIPATION IN P.E.**

If a student is to be excused from P.E., he/she must have a written note from home or from a physician, or in some cases from the principal’s office. Notes from home are honored for (3) days only. If a problem will cause a student to miss more than 3 days of P.E., the student should bring a note from a physician. Students not participating in P.E. will be expected to complete an alternate assignment.

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

**PROGRESS REPORTS**

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

**PROMOTION POLICY**

Students must pass 4 out of 5 classes to be promoted to the next grade. The classes are Math, ELA, Science, Social Studies, and Connections. Students take eight (8) Connections classes during the school year. A student must pass six (6) of the eight (8) connections in order to pass Connections. If a student fails to meet the requirements for promotion, a committee of the student’s teachers and the administration will meet and determine whether the aforementioned student should be placed in the next grade or retained in accordance with district policy.

**REPORT CARDS**

A report card will be given to each student at the end of each nine (9) weeks grading period. All grades are numerical. The report card is to be signed by the parent and returned within two (2) days. Report cards will be mailed at the end of the school year. It is therefore vital that the school have the student’s current address.

**RESPECT FOR EQUIPMENT AND FACILITIES**

Each student is encouraged to assume responsibility for the care of school property. The student may be required to pay for any damage caused to school property. Malicious damage must be repaired or the damaged property replaced at the student’s expense. In addition, appropriate disciplinary procedures are invoked in the event that malicious intent is determined.
SCHEDULE CHANGES
All schedule changes must be approved by the Principal. Schedule change request forms may be picked up in the ELMS office and completed by the parent. The form must have the parent’s signature and the reason for the request for the change to be considered. Hand written requests, emails, or phone calls from parents that are not on official change request forms will not be accepted.

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

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

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

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

UNRULY VISITORS
Most visitors are good, respectful people, and we regret that this procedure has to be in the school handbook. However, disruptive or hostile visitors cannot be tolerated. Visitors who become rude, hostile, abrasive, or in any way aggressive toward students, other parents, teachers, administrators, or any staff members will face legal charges and may be fined up to $500.00. All threats will be taken seriously, including phone calls, E-mails, and letters, and may result in the necessary legal action. School is a place of learning, not a place to vent personal frustrations. Please remember, coming to school is a privilege, not a right.
VALENTINE’S DAY
The Laurens County Board of Education adopts the following procedure to accommodate students, faculty, florists, and suppliers so that gifts may be delivered to the schools on special days. This action is necessary so that school employees and students are not interrupted and safety of students is insured. Flowers and gifts must be delivered to a designated area of each school by the designated time. Recipients will be notified if they are to pick up flowers or balloons. Balloons and flowers in glass containers will not be allowed on school buses anytime during the school year. On special events such as Valentine’s Day, all flowers and balloons must be delivered by 1:30 PM. Students are not allowed to bring items for themselves on Valentine’s Day. Schools or school personnel assume no responsibility for flowers or balloons. Flowers or balloons not picked up will be discarded by 10:00 AM the following day. This procedure applies to ALL students, teachers, and employees.

VISITORS
A visitor is anyone who is not employed by the LCBOE or is not a student at ELMS. All visitors must report to the main school office and sign-in before visiting classrooms, school personnel, or students. Visitors will be provided an ELMS visitor’s badge that must be placed on their shirt (top garment) so that it is clearly visible. Visitors are asked to return to the main school office and sign-out before leaving campus. Visitors with inappropriate attire will not be allowed into hallways or classrooms. Also, visitors with inappropriate attire may be asked to leave campus and referred to the resource officer.

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

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

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

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

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

Students may be disciplined for conduct off campus, which could result in the student being criminally charged with a felony, and which makes the student’s continued presence at school a potential danger to persons or property at the school or which disrupts the educational process.

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

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

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

This Code of Conduct is based on the expectation that parents, guardians, teachers, and school administrators will work together to improve and enhance student behavior and academic performance and will communicate freely their concerns about, and actions in response to, student behavior that detracts from the learning environment. School administrators recognize that two-way communication through personal contacts is extremely valuable; therefore, they provide information to parents as well as
on-going opportunities for school personnel to hear parents’ concerns and comments. Parents and students should contact the principal of the school if specific questions arise related to the Code of Conduct.

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

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

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

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

**Authority of the Principal**

The principal is the designated leader of the school and, in concert with the staff, is responsible for the orderly operation of the school. In cases of disruptive, disorderly, or dangerous conduct not covered in this Code, the principal may undertake corrective measures that he or she believes to be in the best interest of the student and the school.

**Teacher Authority**

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

Each teacher shall comply with the provisions of O.C.G.A. § 20-2-737, which requires the filing of a report by a teacher who has knowledge that a student has exhibited behavior that repeatedly or substantially interferes with the teacher’s ability to communicate effectively with the students in his or her class or with the ability of such student’s classmates to learn, where such behavior is in violation of the student code of
conduct. Such report shall be filed with the principal or designee on the school day of the most recent occurrence of such behavior, shall not exceed one page, and shall describe the behavior. The principal or designee shall, within one school day after receiving such a report from a teacher, send to the student’s parents or guardian a copy of the report and information regarding how the student’s parents or guardians may contact the principal or designee.

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

**Progressive Discipline Procedures**

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

The Code of Conduct provides a systematic process of behavioral correction in which inappropriate behaviors are followed by consequences. Disciplinary actions are designed to teach students self-discipline and to help them substitute inappropriate behaviors with those that are consistent with the character traits from Georgia’s Character Education Program. (OCGA 20-2-145)

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

- Warning and/or counseling with an administrator or counselor
- Loss of privileges
- Time out
- Temporary removal from class or activity
- Notification of parents
- Parent conference
- Detention
- Suspension or Loss of driving privileges
- Behavior Contract
- Temporary placement in an alternative education setting
- Out of School Suspension (OSS)
- In School Suspension (ISS)
- Referral to a Tribunal for long-term suspension or expulsion (OCGA 20-2-750)
- Suspension or expulsion from the school bus
- Corporal Punishment
Referral to law enforcement or juvenile court officials: Georgia law requires that certain acts of misconduct be referred to the appropriate law enforcement officials. The school will refer any act of misconduct to law enforcement officials when school officials determine such referral to be necessary or appropriate.

The maximum punishments for an offense include long-term suspension or expulsion, including permanent expulsion, but those punishments will be determined only by a disciplinary tribunal as outlined in the Laurens County Board of Education policies (Laurens County Board Policy for Student Disciplinary Hearings).

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

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

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

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

**Assault**: Any threat or attempt to physically harm another person or any act, which reasonably places another person in fear of physical harm (Example: threatening language or swinging at someone in an attempt to strike)

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

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

(A) Causes another person substantial physical harm within the meaning of Code Section 16-5-23.1 or visible bodily harm as such term is defined in Code Section 16-5-23.1;

(B) Has the effect of substantially interfering with a student's education;

(C) Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or

(D) Has the effect of substantially disrupting the orderly operation of the school.

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

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

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

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

**Dress code**: The current dress code is explained in the student handbook.

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

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

**Extortion**: Obtaining money or goods from another student by violence, threats, or misuse of authority.
**Fireworks:** The term “fireworks” means any combustible or explosive composition or any substance or combination of substances or articles prepared for the purpose of producing a visible or audible effect by combustion, explosion, deflagration, or detonation, as well as articles containing any explosive or flammable compound and tablets and other devices containing an explosive substance.

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

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

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

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

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

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

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

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

**IN-SCHOOL SUSPENSION:** An alternative to out-of-school suspension or expulsion. ISS: Isolates disruptive, misbehaving students from their peers in a controlled setting; Assists students in continuing academic progress on classroom assignments; Directs students’ attention to appropriate behavior by identifying inappropriate behavior; Identifies the need for counseling and recommends counseling services for students who need help with social adjustment skills; Is used for repetitive or serious behavior problems. Any disruptions, failure to follow ISS rules or failure to attempt work in ISS will result in out-of-school suspension. If any time is owed in ISS after school is out, it is left to the discretion of the administration as to how the time will be made up.
**ALTERNATIVE SCHOOL:** The removal of a student from normal day classes at a Laurens County School and the assignment to an alternative education program is a consequence that may be considered by a disciplinary tribunal. This assignment will be at the tribunal’s discretion.

**DETENTION:** Detention may require the student’s attendance before school, after school, during lunch, during teacher workdays, or during scheduled class or school activity time. Students will report to the designated area at the assigned time and abide by the following Detention Rules:

1. Students must bring pencils, paper, books and other materials with which to do school work. NO MATERIALS = NO DETENTION TIME
2. To change detention date requires administrative approval.
3. A student who is disruptive in detention will be asked to leave the area. Detention will convert to ISS or OSS at administrator’s discretion.
4. Detention will take precedence over any after school activity, including sports and jobs.
5. Should the number of assigned detentions exceed the number of days remaining in the grading period; the detention will be converted to ISS assignment.

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

**OUT-OF-SCHOOL SUSPENSION:** (OSS) OSS is temporary removal of the student from the school campus, classes and all school-sponsored activities. OSS is an excused absence and work missed may be made up. See Make-Up Work for criteria.

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

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

1. **Assault/Battery:** Assault, including threats of bodily harm and/or sexual assault, of teachers, administrators, other school personnel, other students, or persons attending school-related functions: Legal requirement areas following: Immediate suspension and automatic referral to a disciplinary tribunal if a student is alleged to have committed an assault upon a teacher or other
school personnel; possible referral to a disciplinary tribunal if a student is alleged to have committed an assault upon another student or a person attending a school-related function.

2. **Battery:** Including sexual battery of other students, or persons attending school-related functions: Possible referral to a disciplinary tribunal and to law enforcement if a student is alleged to have committed battery upon another student or a person attending a school-related function. Student may receive 10 days out of school (OSS) and juvenile complaint may be filed.

3. **Bullying:** Georgia law mandates that upon a finding by a disciplinary tribunal or hearing officer that a student in grades 6-12 has committed the offense of bullying for the third time in a school year, the student shall be assigned to an alternative school (OCGA 20-2-751.4).

4. **Cafeteria Etiquette:** Students are expected to observe appropriate table manners while eating, including clearing their place at the table and surrounding area when finished. Students may not leave the table until given permission to do so by the cafeteria monitor. All students at a table are responsible for the condition of the table and surrounding floor. Consequences may include:
   - clean up
   - assigned lunch seat
   - ISS/OSS
   - After-school detention

5. **Cheating:** Plagiarism, cheating, or copying from another student either on paper or computer, on tests, classroom work, homework or exams will not be tolerated. No cell phones, mp3 players, or electronic recording devices will be allowed during class exams. Consequences may include a grade of 0, parent contact and ISS/OSS. Any student accused of an act of plagiarism may appeal to the administration. Administration reserves the right to offer the student an alternate assignment.

6. **Computer Hacking:** Defined as intentionally accessing a computer, network, or peripheral device without authorization or which exceeds authorized access. This includes, but is not limited to, visiting inappropriate websites. Violations which compromise any level of security for individual user accounts or any school networks will result in 5-10 days of OSS, possible disciplinary tribunal, and could result in criminal prosecution.

7. **Computer Vandalism:** Defined as altering in any way the physical components of any computer system or network, which belongs to Laurens County Schools. Depending on the severity of the offense, the consequences can range from ISS/OSS to criminal damage of property charges. Full restitution must be made for equipment that is irreparably damaged.
8. **Criminal law violations:** A student who has committed a violation of the criminal laws and whose presence on the school campus may endanger the safety of other students or cause substantial disruption to the school operation may be subject to disciplinary action, including in-school suspension, short term suspension and referral to a disciplinary tribunal.

9. **Destruction of Property or Vandalism:** The consequences for destruction of property, theft or vandalism will be at the discretion of the administration and may include ISS or OSS. Full restitution is expected.

10. **Disrespectful Behavior/Insubordination:** Any student who is discourteous, insubordinate, and ill-mannered or fails to identify himself correctly when asked by a teacher, administrator, substitute teacher or staff member during the school day or school event will receive disciplinary action.
    - **First Offense:** Corporal punishment or 1 day ISS
    - **Second Offense:** 2 days of ISS
    - **Third Offense:** 3 days of ISS

11. **Disruptive Behavior:** Any behavior that disrupts the educational process will be considered disruptive.
    - **First Offense:** Warning or after-school detention
    - **Second Offense:** Corporal Punishment or 1 day ISS
    - **Third Offense:** 2 days of ISS

12. **Dress Code:** Good personal appearance, appropriate dress, proper behavior, and cleanliness are vital to each member of the school community. Developing good tastes in attire, good grooming habits, and good behavior are a part of the educational program. Students of the Laurens County School System are expected to dress in a manner that is supportive of a positive learning environment that is free of distractions and disruptions. There is a direct correlation between student dress and student behavior. Students will be expected to observe modes of dress, styles of hair, and personal grooming which support the learning environment. The purpose of this dress code is to assure that consistency and interpretation is implemented county-wide, thus providing equitable treatment for all students. In making a judgment concerning the appropriateness of a student’s dress or grooming, the principal should adhere to the guidelines set forth in the procedures that accompany this policy. The principal of the school is charged with the enforcement of the student dress code. The principal is given wide latitude of discretion in the determination of proper or improper dress and behavior of students. Students who are found to be in violation of the dress code are subject to disciplinary action.

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

1. All items of clothing should be clean and appropriate for school. They should not be too tight, improperly revealing, or allow undergarments to be seen.
2. Garments, jewelry, or articles of clothing should not display emblems related to alcohol, illegal or abusive substances, gangs, violence, sex, or obscenities. Clothing must be free of words or symbols that are offensive or demeaning to others. This guideline applies to clothing worn at any school function.
3. Shorts and skirts must be no shorter than the top of the knee while standing.
4. If leggings are worn in place of pants, the shirt must extend to midway between fingertip length and the top of the knee while standing.
5. Holes in jeans, pants, shorts, or skirts must be below the required shorts length and modest in size. Holes above the specified short/skirt/dress length are allowed as long as no skin is showing and the hole is a reasonable size.
6. Shoulder straps on shirts with no sleeves must not be less than 3” wide for girls. Boys are not allowed to wear tank tops/sleeveless shirts.
7. Shirts must be long enough to tuck in. Midriffs and undergarments must be covered.
8. Shorts, pants, and skirts must be worn at waist level. Clothing should be properly fitted to prevent sagging of pants or shorts.
9. Pants should not extend below the heel of the shoe. Sagging, extremely baggy or wide pant legs, which present a safety hazard, are not to be worn at school.
10. Hats, caps, hoods, sweatbands, bandannas, sunglasses, goggles, or other head coverings are not permitted in the building. Paisley bandannas are not permitted.
11. Shoes must be worn at all times and should be appropriate for school activities. (For example, bedroom shoes and cleats are not permitted at school.)
12. Pajamas, sleep or loungewear are prohibited.
13. Long/trench coats are prohibited.

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

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

13. **Electronic Devices:** Cell phones and other electronic devices, including but not limited to smart watches, earbuds, etc., are permitted on campus; although, the use of cell phones and other electronic devices during class time is prohibited. Understanding the role that cellular phones have come to play in everyday life, possession by a student on a school campus is acceptable; however, the following policy guidelines are provided in order to mitigate the disruptive factor that cellular phones can be to the school setting:
   a. Electronic devices may be in the possession of a student at any time but may not be in use (which includes power on) from 7:45am until 3:15pm.
   b. Cell phones and other electronic devices may be additionally used for educational purposes when approved by the administration. If cellular phone use is permitted by the administration, phones may only be used for educational purposes only while under the direct supervision of a teacher.
Failure to comply with the aforementioned policy could result in the following consequences: (a) **First offense**: Cell phone or electronic device will be confiscated and surrendered to a parent/guardian before 7:45am or after 3:15pm with a student, parent, and administrator endorsement of the electronic devices agreement.; (b) **Second offense**: Cell phone will be confiscated and returned to a parent/guardian after three full school days before 7:45AM or after 3:15PM.; (c) **Third offense**: Cell phone will be confiscated and returned to a parent/guardian after one calendar week before 7:45AM or after 3:15PM.

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

14. **Falsifying information**: Falsifying, misrepresenting, omitting, or erroneously reporting information regarding instances of alleged inappropriate behavior by a teacher, administrator, or other school employee toward a student. Consequences will be determined based on severity of the offense.

15. **Fighting**: Fighting at school, on school bus, or at school activities is a serious offense and will not be tolerated by LCBOE. Any fight might be deemed necessary to report to the resource officer for juvenile charges based on the nature of the fight.
   - **First Offense**: 3 days OSS for all parties involved
   - **Second Offense**: 5 days OSS and student will be placed on a behavior contract
   - **Third Offense**: Suspension until tribunal hearing

16. **Gambling or possession of gambling devices**:  
   - **First Offense**: 2 days ISS  
   - **Second Offense**: 3 days ISS  
   - **Third Offense**: 2 days OSS

17. **Giving False Information to a school official, dishonesty, forgery**: Forging a note to check out or as an excuse for absences and giving other false information to school employees may result in parent contact, ISS or other suspension deemed by the administration. Falsifying, misrepresenting, omitting, or erroneously reporting information regarding instances of alleged inappropriate behavior by a teacher, administrator, or other school employee toward any student is a punishable offense. Any student (or parent or friend of a student) who believes a student has been the victim of an act of sexual abuse or sexual misconduct by a teacher, administrator or other school system employee is urged to make an oral report of the act to any teacher, counselor or administrator at his/her school.
18. Harassment: It is the policy of the Laurens County School District that racial, sexual, physical, verbal, or other forms of harassment or discrimination are strictly forbidden. Any student or employee who believes he or she has been subjected to harassment or discrimination by other students or employees of the school district based upon his or her race, color, religion, national origin, age, disability or sex should promptly report the same to the principal of their school. The principal will implement the board’s discriminatory complaints or harassment procedures. Students are encouraged to report harassment or discrimination to their school counselor or to a teacher or a school administrator. Students and employees shall not be subjected to retaliation for reporting such harassment or discrimination. All allegations of harassment shall be fully investigated and immediate and appropriate corrective disciplinary action shall be initiated. A substantiated charge against a student shall subject that student to disciplinary action including suspension, expulsion, and/or recommendation for applying to Alternative School. Any behavior based on a student’s race, national origin, sex, or disability that is unwelcome, unwanted, and/or uninvited by the recipient is prohibited, including verbal or non-verbal taunting, physical contact, unwelcome sexual advances, request for sexual favors and other verbal or physical contact of a sexual nature.

- **Minor Offense** - (as determined by ELMS Administration) will result in parental contact, documentation of the case and other disciplinary actions as needed. Legal charges may be made. If offense occurs again, the student will be suspended for three days.
- **Major Offense** - (as determined by ELMS administration) will result in suspension until tribunal hearing can be held. The parents of the harassed student and/or school administration may make legal charges.

19. Hazardous Materials -- Items not deemed to be a drug, illegal substance, or weapon by the definition or law enforcement but can still cause harm to others will be considered a hazardous material. These materials include but are not limited to non-prescription medicine not registered with nurse, items with a sharp point or blade not intended for school use, chemicals/liquids not intended for school use. **Students in possession of these items will be suspended from school for a minimum of three days.**

20. Horseplay: Physical contact, even in jest, is unacceptable as it generates a climate that is not conducive to learning and may escalate into arguments and fighting. Pushing, shoving, wrestling, kicking, tackling, and other forms of “playing” are considered horseplay.

- **First Offense**: Warning
- **Second Offense**: 1 day ISS
- **Third Offense**: 2 days ISS
21. **Illegal Substances:** Use of illegal drugs or improper use of any other substances, including alcohol, is not allowed on campus.

A. **In order to provide** a safe, healthful learning environment for the students of the Laurens County School System and recognizing that the use of drugs and the unlawful possession and use of alcohol is wrong and harmful, a student shall not: possess, attempt to possess, sell, use in any amount, distribute or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturates, marijuana, drug paraphernalia or alcoholic beverage or other intoxicant; possess, distribute, attempt to sell or sell substances represented as drugs or alcohol; sell, attempt to sell, distribute or abuse the lawful use of a prescription medicine or over-the-counter drug.

B. Prescription medicine, inhalers and over-the-counter medicines used for illness must be kept in their original containers and registered with the nurse until consumed. It is a violation of Georgia’s Controlled Substance Act for them to be removed from their original containers. Each school shall include in its student handbook procedures for maintaining and dispensing medications at school for those students who must take the medication during the school day.

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

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

E. Any student accused of violation of these rules shall be afforded due process procedural rights and upon determination of guilt will be subject to disciplinary sanctions, up to and including expulsion. Notification of parents or guardians and referral to the appropriate law enforcement agency for prosecution is mandatory by law.

F. Students whose property or person has been determined by sheriff’s department personnel to have concealed an illegal substance will be punished. Students distributing drugs will be automatically suspended, recommended for a tribunal hearing and referred to the Sheriff’s Department, East Dublin Police Department, or file a complaint with the Department of Juvenile Justice.

   * First Offense: 10 days of OSS or Referral to Tribunal Hearing
   * Second Offense: Suspension until Tribunal Hearing

22. **Lack of Cooperation:** Any student that fails to comply with direction from an ELMS staff member will be deemed uncooperative.

   * First Offense: Warning or after-school detention
   * Second Offense: 2 days of ISS
   * Third Offense: 3 days of ISS

23. **Leaving campus without permission:** Students are not allowed to leave campus without having been signed out by an adult on the approved list in the main office. Students who are off campus and have not been signed out will be punished at the discretion of the administration.
24. **Off Limits:** ELHS is off limits during the school day. If a student needs to be at ELHS during the school day, this person must be granted permission by the administration and escorted by someone on the ELMS staff. As soon as students arrive at school, they should report to ELMS immediately. Students are to report to the ELMS cafeteria and remain there until it is time to report to Homeroom. All students are to exit the premises by or before 3:30 pm each school day unless they are participants in an extracurricular activity that requires them to stay after school. Any student on campus after school must be under the direct supervision of a member of the faculty or staff.

- **First Offense:** Warning
- **Second Offense:** 2 days of ISS
- **Third Offense:** 3 days of ISS

25. **Physical violence against a teacher, school bus driver, or other school personnel:**

- (1) Immediate suspension and automatic referral to the disciplinary tribunal if a student is expulsion for the remainder of the student’s eligibility to attend public schools for acts of physical violence found by a tribunal to have intentionally made physical contact which causes physical harm to another unless such physical contact or physical harm was in defense of himself or herself, as provided in Code Section 16-3-21; or, the Board may authorize the student to attend alternative school for the period of expulsion.
- (2) Possible punishments may include expulsion, long-term suspension, or short-term suspension for students found by a tribunal to have intentionally made physical contact of an insulting or provoking nature with the person of another.

26. **Profanity:** Profanity, offensive or inappropriate language should not be used at school, in class, on school grounds, or at school activities. The use of profanity or vulgar gestures toward a staff member will not be tolerated and will be treated severely at the discretion of the administration and will result in:

- **First Offense:** 1 day ISS or after-school detention
- **Second Offense:** 2 days of ISS
- **Third Offense:** 3 days of ISS

27. **Public Display of Affection:** Both male and female students at school or school-sponsored events should conduct themselves in a mature and responsible manner. Students shall have no physical contact with others that would be considered inappropriate or sexually suggestive.

- **First Offense:** Warning
- **Second Offense:** 1 day ISS
- **Third Offense:** 2 days ISS
- **Fourth Offense:** 3 days ISS
28. **Science Labs:** Science teachers will list specific procedures to follow in order to ensure safety in the labs. Failure to follow safe laboratory procedures during science class according to teacher’s directions will result in suspension.

29. **Selling of items:** The selling of items other than those approved by the Laurens County Board of Education and East Laurens Middle School is prohibited on campus.

30. **Skipping Class/Homeroom/Assembly:** A student who skips a class during the school day will receive a “0” for that day in the subject missed. A student who is doing work for another teacher or is in another area other than his designated classroom (such as the restroom) without permission from his teacher or an administrator will be considered skipping. Students who leave their classroom during class time for any reason will make up the time missed in class at their teacher’s discretion at break, before or after school, or during lunch break. Any student out of class FOR ANY REASON during the school day must have permission from a teacher entered on the sign out page of his/her agenda book. Sick in the restroom without notification is skipping class. Being more than 5 minutes late to class is skipping class.
   - **First Offense:** 1 day ISS
   - **Second Offense:** 3 days ISS
   - **Third Offense:** 5 days ISS/Behavior Contract
   - **Fourth Offense:** 3 days OSS/Tribunal

31. **Tardies / Early Dismissals**
   - **Start of the School Day** – Students arriving class after the 8:00am bell are considered tardy. Students arriving after 8:00am should report straight to their homeroom teacher in which they will be marked tardy.
   - **Tardy to Class** – Students should be in class at all designated times or have written permission for tardiness. Students will be marked tardy by classroom teachers if they fail to arrive on time.
   - **Early Dismissal** – Students are not permitted to leave school grounds at any time during the school day without a permit from the school office. If a student must leave the building because of illness or any other emergency, the student must be signed out at the office. **The person picking up the student must have prior approval or have his/her name on file in the office.** Anyone picking up a student will be required to show identification.
   - **Students will serve 1 day of after-school detention for every 4 tardies received.**

32. **Terroristic threats or acts:** Activating a fire alarm under false pretenses, making a bomb threat, or prank 911 calls will result in OSS, disciplinary tribunal, and criminal charges.
33. **Textbooks and Other Instructional Resources**: Students are responsible for the care and protection of textbooks, library books, and other instructional resources, including electronic devices, issued by the district. Failure or refusal to pay for a lost or damaged textbook, library book, or other instructional resources at the replacement cost may result in:

   (1) Refusal to issue any additional textbooks, library books, or instructional materials until restitution is made; or
   (2) Withholding of all report cards, certificates of progress, or the privilege of participating in any extracurricular activities until restitution is made.

34. **Theft**: Consequences may include suspension, disciplinary tribunal, and criminal charges.

35. **Threats or threatening gestures**: Verbal or written, toward any member of the student body or school personnel will be treated severely at the discretion of the administration.

   - **Minor Offense**: (as determined by ELMS Administration) will result in parental contact and/or corporal punishment or ISS.
   - **Major Offense**: (as determined by ELMS Administration) will result in parental contact and long term ISS, suspension, or tribunal hearing.

36. **Tobacco/Electronic Cigarettes**: East Laurens Middle School is a tobacco-free campus. Tobacco is illegal for a minor to buy. Possession or use of tobacco products or smoking paraphernalia, including vapes, vape juice, juuls, lighters, cigarettes, pipe tobacco, snuff, rolling paper, pipes, and chewing tobacco will not be tolerated. Any student in possession of any tobacco products will be sent home as outlined below, will be subject to daily searches, and may be required to report on tobacco-related illnesses.

   - **First Offense**: 2 days ISS and completion of Tobacco/Vaping Modules
   - **Second Offense**: 2 days OSS
   - **Third Offense**: 3 days OSS and Behavior Contract

37. **Vulgar Material**: The use of vulgar materials or possession of vulgar materials will not be tolerated. This could include sayings or writings on clothes. Consequences are at the discretion of the administration.

38. **Weapons**: Students found with a firearm, explosive device, or similar weapon, as described in number 1 of the weapons definition of this handbook in their possession will be subject to expulsion from school, and referral to law enforcement. Students who possess such weapons on campus will be subject to a minimum of a **one calendar year suspension and will be referred to law enforcement officials.** (OCGA 20-2-751.1). Students who possess hazardous objects (dirk, bat, knife, stun gun, etc.) as described in number 2 of the weapons definition of this handbook, will be subject to discipline determined by the principal to be appropriate, based on the seriousness of the offense, the age of the student and other relevant factors. Such punishment could include in school or out-of-school suspension or referral to a tribunal.
Behavior Not Covered Above:
The school reserves the right to punish behavior which is not deemed appropriate by the administration, even though such behavior is not specified in the preceding written rules. Punishment of such behavior will be at the discretion of the administrative staff. Any action that interferes with learning will not be allowed. GA Code 20-2-1181 states that it is unlawful for any person to disrupt or interfere with the operation of any public school. This includes, but is not limited to, continued classroom disruptions by a student. Any student who continually or severely disrupts a classroom and teaching time could not only be suspended from school, but may also face criminal prosecution under this law. The principal will make and enforce such rules as are necessary for the efficient operation of the school even though the rules are not specifically stated elsewhere. The policies and procedures of the Laurens County Board of Education will be in effect at East Laurens Middle School. Teachers assigned to teams of students will be responsible for maintaining appropriate behavior at school. The following actions will usually occur prior to any teacher referral to the administration for minor infractions of the code of conduct:

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

Laurens County Schools Bus Discipline Codes
The behavior of students while riding Laurens County School Buses is one of the most important factors concerning transportation safety. A school bus driver’s attention should always be on the conditions of the road. Students too often distract the drivers, sometimes to the point that drivers must focus all their attention on discipline problems instead of driving. Students can follow a few rules to make riding buses safe and enjoyable. Violation of these rules may subject the offender to disciplinary action—such as 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.
MAJOR BUS DISCIPLINE: (Code section 20-2-751.6)
- Fighting on the bus (suspension from bus AND school in middle and high school)
- Verbal assault or being disrespectful to bus driver or school personnel
- Possession of tobacco products, lighters, or matches
- Vulgar language
- Undue sexual familiarity
- Harassment of other students or bus driver
- Disrespectful conduct toward students
- Bullying

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

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

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

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.

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

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

PBIS Goals:
1. 88% of students will attend 90% or more of the 180 school days within the 2020-2021 school year.
2. Instructional days missed due to ISS/OSS will decrease by 5% in the 2020-2021 school year.
3. Disciplinary incidents will decrease 5% in the 2020-2021 school year.

PBIS Matrix:

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

DISCIPLINE PROCEDURE FLOW CHART

**OBSERVE PROBLEM BEHAVIOR**

What type of behavior is it?

TEACHER MANAGED
- Calling Out
- Electronic Devices
- Food/Drink
- Language
- Lateness
- Minor Dishonesty
- Preparedness
- Put Downs
- Throwing
- Tone/Attitude
- Minor Touching
- Work Refusal

OFFICE MANAGED
- Aggressive Behavior
- Bullying/Harassment
- Chronic/Repetitive
  - Minor Infractions
- Drugs/Alcohol
- Fighting
- Gambling
- Major Dishonesty
- Physical Contact
  - (Horse-playing)
- Truancy
- Vandalism
- Weapons on Campus

PROBLEM SOLVE WITH STUDENT

**ADMINISTER APPROPRIATE CLASSROOM BASED CONSEQUENCES**

Behavior resolved?

YES
  - Document intervention
  - Reinforce expectations

NO

Have the steps of intervention been completed and documented?

NO
  - Conference with the student
  - Reinforce Expectations
  - Track Behavior

YES
  - Reference "Office Managed Behaviors"

**COMPLETE OFFICE REFERRAL**

- Conference with student
- Notify Parent

**ADMINISTRATIVE RESPONSE**

- Administrator investigates written report
- Student conduct record is consulted
- Administrative staff provides feedback to staff

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**Steps of Intervention:**

1. Teachers will meet to discuss student problems and possible interventions
2. Teachers will meet with the student to discuss problems and plan possible interventions
3. Teachers will meet with the parent and student to discuss problems and possible interventions
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 suspension shall not count as unexcused days for the purpose of determining student truancy.

C. Tardies/Early Dismissals
The following will apply in regards to tardies and early dismissals:
1. Five (5) unexcused tardies/early dismissals will count as one (1) unexcused absence,
2. The conditions for excusing a tardy or early dismissal will be the same as an absence,
3. Tardies and early dismissals must be tracked separately and the data will be used to identify truant students. Information concerning students, who meet these thresholds, will be monitored by the school.

D. Student Withdrawals
Local school systems are authorized to withdraw a student who:

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

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

IV. Violations of Attendance Policy

1. Learner’s/Driver’s License (O.C.G.A. 40-5-22)
   Students must present documentation to the Department of Driver Services that they are currently enrolled and not under expulsion from school in order to apply for a driver’s license or permit.

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

3. Unexcused Absences
   1. Three (3) or More Unexcused
By the time a student has acquired an equivalent of **three or more unexcused absences**, the school will notify the parent or guardian in writing or via automated message of the student’s absences. This is a courtesy to make parents/guardians aware that we are monitoring their student’s attendance. This reminder or similar documented action will serve as the good faith effort required of the school before taking further action. Failure to see or hear this reminder does not prevent further action taken to attempt to improve attendance.

1. **Five (5) or More Unexcused**

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

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

2. **Seven (7) Days of Parent Notes for Illness**

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

3. **Ten or More Unexcused Absences**

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

   b. In the event of a referral, each additional unexcused absence following notification of the parent/guardian of 10 unexcused days of absence for a child shall constitute a separate violation of the Compulsory Education Law (OCSA 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 (OCSA 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.**
Title I Information

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

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

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

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

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

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

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

**Parental Right to Know**
In compliance with the requirements of 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 paraprofessional(s). The following information may be requested: (1) whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; (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.
Acceptable Use Procedure

Revision 4/22/2016 Internet Acceptable Use

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

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

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

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

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

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

Privacy

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

Internet Filtering

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

Google Apps for Education and Microsoft Office 365

LCBOE is a member institute of the Google Apps for Education program and Microsoft’s Office 365
Education Plus for Faculty and Students. With these initiatives, all elementary through high school Laurens County students are enrolled in these programs, which provide students and teachers with access to online tools such as digital storage, word processing, and a collaborative email system for classes. The overall goals of these programs are to provide digital educational resources that appropriately serve the students throughout their tenure in Laurens County Schools. LCBOE provides these email and storage accounts; as a result, all students’ accounts and all employees’ accounts can be monitored by school system administrators.

Security

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

Vandalism

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

Liability

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

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

USER NAME (please print) ________________________________________________

USER SIGNATURE ____________________________________ DATE ______________

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

PARENT/GUARDIAN (please print): __________________________________________

PARENT/GUARDIAN SIGNATURE: ______________________________ DATE ______
STUDENT/PARENT POLICY UNDERSTANDING ACKNOWLEDGEMENT

The ELMS Student Handbook/Agenda includes some very important information about the upcoming school year. Please take time to read this information now and refer to it frequently. If you have questions, contact the school office at 272-1201. We will be happy to talk with you.

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

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

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

<table>
<thead>
<tr>
<th>Parent</th>
<th>Student</th>
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<tbody>
<tr>
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<td>1. Student Code of Conduct</td>
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<td>2. School Attendance and Georgia’s Compulsory Education Law</td>
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<td>3. School Bus Discipline Policy</td>
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<td>4. Parent’s Right to Know Teacher’s Training and Credentials</td>
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<td>5. LCSS Internet Safety, Acceptable Use Policy, and Technology Responsibility</td>
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I have read and understand the 2020-2021 ELMS Student Handbook/Agenda. **I understand that I am responsible for following the guidelines set forth in this document.**

Student Signature: ___________________________ Date: ______________

I have reviewed the student handbook with my child:

Parent Signature: ___________________________ Date: ______________

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

Name ________________________________________________________________

Home Address ____________________________________________________________________

Phone # ___________________________ Work # ___________________________

Cell-phone # ___________________________ Beeper # ___________________________

Voice mail ___________________________________________________________________

E-mail ______________________________________________________________________

**Club Refusal to Participate Form**

**Parent/Guardian Refusal of Participation Form**

As parent or guardian of ___________________________________ enrolled at ___________________________ (student) (school) ___________________________, I decline to give my permission for my child to participate in the following club(s) and or organization(s).

______________________________________ ___________________________
Parent/Guardian Date

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

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<th>TITLE</th>
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<th>TEST SCORE</th>
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