

**Lamar County
Elementary School
Student Handbook
2015-2016**

**228 Roberta Drive
Barnesville, Georgia 30204
(770) 358-5556**

www.lamar.k12.ga.us

Principal: Dr. Andrea Scandrett
ascandre@lamar.k12.ga.us
Assistant Principal: Waylon Knight
wknight@lamar.k12.ga.us

Lamar County Schools Non-Discrimination Notice

The Lamar County School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs or activities. The following person has been designated to handle inquiries regarding the non-

discrimination policies:
Deputy Superintendent
100 Victory Lane
Barnesville, GA 30204

August 3, 2015

Dear Parents:

Welcome to Lamar County Elementary School. We are excited to be able to provide quality educational opportunities for our students. We have an excellent faculty and staff ready to provide your child with the best educational experience ever. We take pride in the high academic standards that we hold for our students, as well as meet the individual needs of every child.

This year a weekly newsletter will be provided on every Monday. The newsletter is designed to facilitate communication between home and school. Students will have special notes from their teachers or homework assignments on the reverse side of the newsletter. Please read the information and sign it every day. The involvement of parents in the life of the school is extremely important. Successful schools always have the support of the parents and the community.

Should problems develop with your child's schooling, please do not hesitate to call the school counselor, assistant principal or me. I urge you to read and discuss this handbook with your child.

Kids First,

Dr. Andrea Scandrett

**Andrea Scandrett, PhD
Principal**

2015-16 Faculty Members

3rd Grade

H. Atwater
K. Wilson
A. Niblett
P. Eleby
A. Steege
J. Dunn
C. Haddock
J. Larrabee
G. Cannon
A. Horne

4th Grade

A. Cyphers
B. Marchman
New Position
M. Garrison
K. Andrews
A. Grubbs
F. James
K. Stroup

5th Grade

H. Easterling
T. Kendall
W. Moore
C. O'Neal
K. Abrams
T. Walker
W. Robinson
C. Crawford

LSS

Marci Vining

Media

C. Bryan

Office

S. Watts
U. Banks

Activity Teachers

D. Strobel
J. Castellanos
B. Weaver
B. Speelman

Gifted Education

G. Ralston

Occupational Therapy

Special Education Teachers

P. Price
R. Witte
B. Cameron
L. Watson
F. Raines
A. Byous
B. Joines

Paraprofessionals

C. Minter
C. Phillips
G. Holloway
C. Thompson
D. Murphy
A. McLendon
B. Smith
B. Oglesby

SRO

A. Rowell

Counselor

P. Adams

Nurse

B. Evans

LCES SCHOOL PHILOSOPHY

- We believe that each student should get the best education possible.
- We believe that students should respect teachers, and teachers and administrators should respect students.
- We believe that parents should make sure that students get adequate rest and nourishment.
- We believe that parents should communicate with teachers and the administration.
- We believe that teachers should be prepared to teach every day.
- We believe that the administration and the teachers should communicate often with parents.
- We believe that the administration should facilitate the educational process and support the teachers and the families.

2015-2016 IMPORTANT DATES AT LCES

August 1	Open House
August 3	First Day of School
September 7	No School (Labor Day)
September 8	Progress Report
October 5	Teacher Work Day
October 6	End of 1 st 9 Weeks
October 20	Report Card
October 12-16	Fall Break
November 17	Progress Report
November 23-27	Thanksgiving Holidays
December 18	(1/2 day of school)
December 21 – December 31	Winter Break
January 4	Teacher Work Day
January 5	Students Report Back to School
January 6	End of 2 nd 9 weeks
January 12	Report Card
January 18	No School (Martin Luther King, Jr. Day)
February 9	Progress Report
February 15-19	Winter Break
March 17	End of 3 rd 9 Weeks
March 21	Teacher Work Day
March 22	Report Cards
April 18-22	Spring Break
April 26	Progress Report
May 27	Report Cards
May 27	Last Day (1/2)

GENERAL INFORMATION AND POLICIES

ARRIVAL

Students should not arrive before 7:15 a.m. Breakfast is served from 7:15 a.m. until 8:00 a.m. Students eating breakfast should report directly to the cafeteria. Those not eating breakfast should go directly to their hall where they are expected to sit quietly and read until 7:45 a.m. Students arriving after 8:00 a.m. are considered tardy. Parents must report to the school office to sign them in. Students should not be picked up before 2:55 p.m.

MINUTES OF INSTRUCTION

School hours are from 8:00 a.m. until 2:55 p.m. Students receive 315 minutes of instruction daily. They have a 30-minute lunch period and a 45-minute activity session.

CAR RIDERS

The front drive is our designated drop off/pick up point for car riders. Cars are not permitted in the back of the school in the bus loading/unloading area. We have persons on duty each morning and afternoon to supervise the arrival and dismissal of car riders. Safety is our most important consideration. Please remain in your car to drop off/pick up your child. You may drop your child off in the morning or walk your student across the car area to the front door. You may park your car in the parking areas, **but you must then walk to the loading area to pick up your child.** No child will be released to the parking area without parental supervision.

BUS TRANSPORTATION

Bus Transportation is a privilege that may be withdrawn for inappropriate behavior. A child must ride his or her assigned bus. An emergency request to ride another bus **must be in writing** and the office will issue a bus pass to the student. If there is not enough space on the newly requested bus, the student will not be permitted to ride. Children will not be allowed to exit the bus at any place other than their assigned spot without a written request from the parent.

STUDENT ATTENDANCE

Since regular school attendance enables each student to benefit best from the school program, excessive absences are discouraged. Parents are responsible for providing the school with documentation of all absences. When documentation is not provided by the student's parent, the principal of the school shall be responsible for investigating the reason a student is not in attendance.

An accumulated absence of fifteen (15) days in one academic year will be grounds for retention of a student. This includes student suspensions, excused, and unexcused absences. Parents will be notified in writing after a student has missed more than five (5) days from school. Parents or guardians must file appeals with the principal prior to the end of the year in question. Appeal forms are available in the front office at the school. The principal may send a report to the School Social Worker, Attendance Protocol Committee, and/or the Juvenile Officer to assist with students who have been absent ten (10) or more days. Therefore, it is very important for parents to send the proper written documentation to the school immediately upon their child's return to school.

ATTENDANCE POLICY

In responding to student attendance issues, the school system shall comply with all requirements of state law, State Board of Education rule, and the Student Attendance Protocol that has been developed by the Lamar County Student Attendance Protocol Committee.

Excused Absences

It is the policy of the Board to excuse students from school for the following reasons:

1. Personal illness or attendance in school that endangers a student's health or the health of others.

2. A serious illness or death in a student's immediate family necessitating absence from school.
3. A court order or an order by a governmental agency, including pre-induction physical examinations for service in the armed forces, mandating absence from school.
4. The observance of religious holidays, necessitating absence from school.
5. Conditions rendering attendance impossible or hazardous to student health or safety.
6. A student whose parent or legal guardian is in military service in the U. S. armed forces or National Guard, and such parent has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting will be granted up to 5 days of excused absences per school year to visit with his or her parent prior to the parent's deployment or during the parent's leave.

Students shall be counted present when they are serving as pages of the Georgia General Assembly.

The principal may in certain circumstances require students to present appropriate medical or other documentation upon return to school for the purpose of validating that absences are excused.

Grades and Absences

Final course grades of students shall not be penalized because of absences if the following conditions are met:

1. Absences are justified and validated for excusable reasons.
2. Make up work for an excused absence was completed satisfactorily.

TARDIES

Any child arriving to school at/after 8:00 a.m. will be considered tardy. The student must report to the school office and receive a tardy slip before proceeding to class. It is very important for students to be on time for school daily.

EARLY DISMISSAL

Children leaving campus before 2:55 p.m. must be signed out in the school office. No child will be released directly from the classroom. Only parents or persons authorized by the parent on the "Permission to Release" card may sign a child out of school. Instruction continues until 2:55 p.m. and students miss valuable teaching time if they are checked out early. Please avoid this if at all possible. Please refrain from signing your child out after 2:15 p.m., unless there is an emergency.

Please refer to the Lamar County Schools webpage at www.lamar.k12.ga.us for the complete Attendance Policy.

DRESS CODE

The following combinations are allowed:

- a) All solid colors, including plaids, are acceptable for skirts, jumpers, shorts, skorts, dresses and pants. If applicable, these must meet the 4" rule. All of the above must not have inappropriate writing, wording, or holes, and they must be worn at waist level. Denim pants are allowed, including blue jeans.
- b) All colors are acceptable for shirts or sweaters. Shirts may be long sleeved or short sleeved. Except for small logos, there must be no inappropriate writing or wording.
- c) Appropriate shoes should be worn at all times.
- d) Students are not allowed to possess body piercing except in their ears.
- e) Warnings about dress code will be sent home to parents. Chronic dress code problems will be addressed with parents.

f) All new students must be in dress code within 10 school days.

Not Permitted in Grades PreK-5

Garments that include negative sayings

Busting slack

Sweat suits, jogging pants, or leggings (unless worn under shorts, skirts or dresses of the appropriate length)

Baggy, oversized clothing

Halter or tube tops

Spandex, stretch, or form-fitting clothing

Clothing with holes, fringed, or frayed edges (i.e. cut off jeans)

Low cut or revealing clothes

Tank tops

Non jewelry items (ex. Dog collar chains)

Hats, head scarves or other disruptive headgear or head covering unless approved by administration

Clothing with beer, alcohol, tobacco, or illicit drug advertisements, vulgar writing, gang related symbols, suggestive scenes, or clothing that displays individuals, bands or groups, or that promotes aggression or violence.

Cargo style pants, sweat pants, overalls, coveralls, leggings, and tight fitting clothing are not allowed.

Due to safety concerns, high heeled shoes, shower shoes, bedroom shoes, and flip flops are not allowed.

Disciplinary Action for Dress Code Violations

1st violation- warning by teacher- note on newsletter

2nd violation- call to parents or change of clothes

3rd violation- referred to counselor- change of clothing

The administration reserves the right to make the final decision relative to appropriate dress. In some cases, parents may be contacted to bring student a change of clothing.

BULLYING

Lamar County Elementary School is committed to making sure that all students are capable of learning in a stress free, student friendly environment. Therefore, bullying and inappropriate activities are not tolerated. Please contact the school administrators if your child voices any concerns about bullying.

WITHDRAWAL OF STUDENTS

The school should be notified at least 2 days in advance of a student's impending withdrawal, whenever possible. The student will receive a withdrawal form and instructions from the office. All textbooks, library books, lunch payments and fines must be cleared to complete the withdrawal.

SECTION 504 PROCEDURES

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

VISITORS

All visitors must report to the school office to sign in and to receive a Visitor's Pass. All non-staff persons must have a Visitor's Pass while on campus. For the safety of all of our children, no visitors will be allowed to walk down the halls after 7:45 a.m. If you need to speak to a teacher, please email or set up a conference in the front office. Thanks for your cooperation to keep all of our children at LCES safe!

BUZZER SYSTEM

Safety is a primary concern at LCPS, LCES, and LCMS. Lamar County Schools installed a security device at the front of all school buildings. Beginning at 8:15 a.m. the exterior doors will be locked. Parents will have to use the buzzer on the exterior door to gain entry to the building.

CONFERENCES

Conferences with teachers need to be pre-arranged. This can be done through direct communication with the teacher or through the school office. Conferences should occur during a teacher's planning period or after school. Conferences during instruction may only be arranged by the school principal, assistant principal, or counselor. Please ask the secretary to announce your arrival to the teacher after you have signed in and received your Visitor's Pass.

PARENT RESOURCE ROOM

LCES has a parent resource room that is open daily from 7:30 a.m. until 3:30p.m. There are numerous resources available for families to use upon request. All facets of educational development from academic improvement to social skills enhancement can be found in this room. Please feel free to come in and utilize any of these resources.

EMERGENCY INFORMATION

It is extremely important that you keep the school informed of emergency information. We need to know how to contact you at all times. If you cannot be reached, we need to know how to contact someone who can act for you in case of an emergency.

MEDICATIONS

No child may have medications in his/her possession. All medications must be administered in the clinic by the school nurse. No medication will be administered unless there is a written statement of permission by the parent on file in the clinic. All medications must be in the original bottle, labeled with the child's name and dosage. Contact the school nurse if you have questions concerning medication. There are some exceptions regarding prescription asthma inhalers. Please check with the nurse if you have questions.

STUDENT INSURANCE

Parents have an opportunity to purchase school insurance. School day and 24 hour coverage is available. The school can assume no responsibility for the cost of accidents and injuries that occur on school property.

FIELD TRIPS

All information on the permission/medical release form must be completed before your child may go on field trips. If there is no insurance, it must be stated on the form and signed in the parent's/guardian's handwriting that:

I, (Parent /Guardian) understand that I am solely responsible for any and all medical expenses incurred by my child.

Students are expected and highly encouraged to ride the school sponsored transportation on all field trips. However, students may ride with their parents, provided the parent signs them out before they leave, and sign them back in to the school after the field trip. If the student is not signed out and in properly, the student will be counted absent for the day.

TEXTBOOKS

All textbooks and library books are loaned to students during the school year. Loaned books are to be kept clean and handled carefully. Lost or damaged books must be paid for before others are issued. Report cards will be held at the end of the year for any unpaid charges.

SUPPLIES

Students are responsible for their own supplies such as pencils, paper, etc. Your child's teacher will give you a list of any supplies that are needed.

PERSONAL ITEMS

Students should not bring personal items (toys, videos, CD's, handheld devices etc.) to school, except when a teacher has given permission for some special reason. When students bring personal items to school, even with special permission, the school is not responsible for loss, damage or theft. The school has the right to confiscate any personal belonging if it is in violation of school rules or if, in the opinion of the teacher, it is causing disruption in the classroom. Parents will need to make arrangements to have the confiscated item(s) picked up from the school.

CELL PHONES

Students should not bring cell phones to school. These phones cause disruption to the instructional format and tend to divert the students' attention away from the educational process. If a cell phone is taken up from a student, the parent must contact the school in order to retrieve the phone.

ITEMS TO LEAVE AT HOME

- Firearms/ammunition of any kind
- Fireworks, caps, explosives
- Knives, box cutters, or any other sharp objects
- Toy weapons or water pistols
- Tobacco in any form
- Lighters, matches or any other smoking paraphernalia
- Drugs, alcohol, or other controlled substances
- Obscene books, magazines, or pictures
- Large amounts of money
- All pets
- Younger relatives or visitors
- Items that are being sold by or for personal profit
- Radios, tape/CD players, battery operated games, Walkmans, pagers (even toys) of any kind, cell phones, mp3 players, ipods and video games
- Any substance in a pressurized container (deodorant, hair spray, soft drinks, etc.)
- Make-up, perfume, cologne, etc.
- Fake tattoos

NOTICE

Students' names and pictures will be published in the local newspaper and published on the school webpage for awards and recognition from time to time. Videotapes will also be made of our children's programs and work occasionally. All children will be included in this practice, unless the school receives written notification from the parent or guardian stating this is against his/her wishes. LCES follows the Acceptable Use Policy of the Lamar County School System with regard to Internet use. That policy is on file in the front office.

CHECK RECOVERY SYSTEM

The Lamar County School System will use the Money Transfer System Inc. when a check is issued for payment. When you provide a check as payment, you authorize us either to use information from the check to make a one time electronic fund transfer from your account or to process the payment as a check transaction. You authorize us to collect a fee through an electronic fund transfer from your account if your payment is returned unpaid.

LOST AND FOUND

There is a designated area in the cafeteria for lost clothing items. Watches, eyeglasses, etc. will be held in the school office if found. Please label all items with your child's name (coats, sweaters, hats, lunch boxes, etc.).

MEALS

Both breakfast and lunch are served at our school. Lunch prices for the 2015-2016 school year are \$ 1.00 for breakfast and \$1.85 for lunch. Some students are eligible for free/reduced-price meals.

Application for these free and reduced meals must be made every year. Parents may apply for free/reduced-price meals at any time during the year. Parents will be notified of their eligibility status once the application is reviewed by food service personnel. Students will be charged for their meals until an answer is given on the status of their free/reduced lunch application. Prepayment of meals is encouraged. Envelopes for this purpose are provided on a weekly basis.

If a student transfers to the Lamar County School System and received free/reduced lunch at their former school, the parent must inform the school immediately upon registering.

MEAL CHARGES

The following Meal Charge Policy is to be strictly enforced in every school. Faculty, staff and student may deposit money into their meal accounts at anytime of the month, whereby a draft of the account may be made on a daily basis as the meal is purchased.

1. The Lamar County Food Service program is a self-supporting program therefore; meals are to be paid for when purchased. Meals may be paid for on a daily basis. In the event a student account has a – 0 – balance or the student does not have money, the following procedures will be followed. These procedures are designed to ensure that no student will be denied a meal, while providing time for the parent to replenish the student's account.
 - A.) As with other outstanding bills, student report cards may be held until this balance due is paid.
 - B.) Principals will be provided current, accurate charge balances prior to the days on which report cards will be issued.
 - C.) Procedures for collection of charges:
 - 1.) The Cashier will send home a charge letter to the parent through the student stating his/her balance owed. The cashier will keep a duplicate. This notice should be signed by the parent and returned to school.
 - 2.) If no response, the cashier will attempt to notify the parent by phone and will record the results on a Parent Notification Log Sheet.
 - 3.) If there is no response to the first phone call, a follow-up call will be made by the School Nutrition Manager and a copy of the charge letter and referral will be forwarded to the School Nutrition Director.
 - 4.) The final attempt for recover of student charges will be a phone call from School Nutrition Director or her designee. A referral may then be made by the School Nutrition Director for the School Social Worker to follow-up with the referred families to determine if there are any situations or needs with which the school system can be of assistance. A copy of the referral will be forwarded to the principal.
 - 5.) At the point when charges cannot be recovered and charged meals reach a 10 meal maximum, an alternate meal will be served to the student at a charge. Alternate meals will consist of a (1) Cheese/Peanut Butter sandwich, (1) fruit and (1) milk.
 - D.) At any time during the year, if a family's income decreases or family size changes, an application for receipt of Free or Reduced Price meals may be submitted and eligibility determined. A new Free or Reduced Meal Application for the family, listing all students in the household must be submitted each school year.
 - E.) All insufficient checks not collected by Money Transfer System will be adjusted back into a student's account as a charge balance.

BOOKBAGS

Students should not bring book bags that roll or have wheels on them. They are noisy in halls and cause tripping hazards. Children with medical problems that require special accommodations may provide documentation from their medical professional for an exemption to this rule.

COUNSELING SERVICES

We have a counselor at our school to serve our children and their families. Our counselor provides classroom guidance, individual counseling for mild adjustment issues, and group counseling. Our counselor can also help with outside referrals to professional groups for family counseling and crisis intervention. Please contact our counselor if you are concerned about adjustment issues and your child.

GRADING SYSTEM

A report card is issued after each nine weeks to keep you informed of your child's school progress. Elementary students will receive numerical grades in all areas except activities. Numerical grade equivalents are listed below:

A	Excellent	90-100
B	Above Average	80-89
C	Average	70-79
F	Failing	Below 70

Some students will receive (M)odified grades based on Special Education or SST recommendations, and this indicates work that is below grade level.

PROMOTION/RETENTION

It is the responsibility of teachers, administrators, and other staff members to evaluate each child's progress relative to promotion standards. Students who do not meet criteria for promotion must be considered for retention or placement on an individual basis by a Placement Committee at the end of the year. Students who do not meet promotion criteria must be monitored by the SST the following year. Special education students will be promoted or retained based on their achievement of IEP goals and objectives.

PROMOTION CRITERIA (board policy IHE)

See Promotion and Retention Policy in Code of Conduct.

SCHOOL RESOURCE OFFICER (SRO)

The SRO is a P.O.S.T. Certified Officer with at least two years of experience in Law Enforcement. The SRO promotes good citizenship among students and staff, fosters an attitude of respect for the personal property rights of others, cultivates among students and staff a spirit of law observance, safeguards their moral and physical welfare, and protects the physical properties of the board.

Parent Notification - Right to Know About Teacher Qualifications

In Lamar County, each school places the information that may be requested in the student handbook and requires a parent's signature upon receipt. In addition, letters are sent home to the parents via standard mail about specific teachers or long term substitutes as the need arises.

Parents you may request the following information about the professional qualifications of your student's teacher(s).

- Whether the teacher has met the Georgia Professional Standards Commission requirements for certification for the grade level and subject areas in which the teacher provides instruction;
- Whether the teacher is teaching under an emergency or other provisional status through which Georgia qualifications or certification criteria have been waived;
- The college major and any graduate certification or degree held by the teacher;
- Whether the student is provided services by paraprofessionals, and if so, their qualifications.

If you wish to request information concerning your child's teacher's qualification, please contact:

LCCHS: Mr. Matt Adams 770-358-8641

LCMS: Dr. Julie Steele 770-358-8652

LCES: Dr. Andrea Scandrett 770-358-5556

LCPS: Mrs. Becky Brown 770-358-8661

District Office: Mrs. Sherrelle Ogetree or Mrs. Norma Greenwood 770-358-5891

Notificación al Representante

Fecha:

Estimado/Estimada:

En cumplimiento con los requerimientos del reglamento “Ni un niño dejado atrás” del Distrito escolar _____, se informa a los representantes que pueden solicitar información acerca de los estudios universitarios alcanzados por el profesor o profesora (es) de su hijo. La siguiente información puede ser solicitada:

- Si el profesor ha llenado los requerimientos de La Comisión de Profesionales del Estado de Georgia para el nivel y materias en las que provee instrucción.
- Si el profesor está enseñando por emergencia u otra situación provisional en las que el criterio de requisitos profesionales o certificados universitarios no han sido tomados en cuenta.
- La carrera universitaria y cualquier certificado de post-grado que el profesor ha obtenido
- Si el estudiante recibe clases de profesores no graduados, y si este es el caso, cuál es su grado de capacitación profesional

Si usted desea información acerca de la preparación profesional del profesor de su hijo, por favor póngase en contacto con el director al siguiente teléfono:

LCCHS: Mr. Matt Adams 770-358-8641

LCMS: Dr. Julie Steele 770-358-8652

LCES: Dr. Andrea Scandrett 770-358-5556

LCPS: Mrs. Becky Brown 770-358-8661

District Office: Mrs. Sherrelle Ogletree or Mrs. Norma Greenwood 770-358-5891

CODE OF CONDUCT

At our school, we believe that all children can behave responsibly and respectfully. We expect all children and employees to adhere to the Lamar County School System Code of Conduct which states: “We believe in a common code of conduct for all employees and students of Lamar County Schools. Such a code will ensure success in school, future work, and life. A consistent and cohesive application of the following behaviors will guarantee a quality learning environment for all: Personal Habits, Good Attendance, Punctuality, Proper Attire and Grooming, Appropriate Use of Oral and Written Communication, Supportive of Rules and Regulations, Good Preparation, Integrity, Persistence in the Pursuit of Positive Goals, Receptive to Feedback, Loyalty, Supportive of the School System, Responsible for Own Actions, Commitment to Learning, Participation in Extracurricular Activities, Interpersonal Relationships, Collegiality, Civility, Enthusiasm for Teaching and Learning, Proactive Communications, Honesty, Patience, Tolerance and Acceptance of Others and their Ideas, Kindness, and Trustworthiness.” LCES also uses the “points” discipline plan to promote and reward appropriate behavior.

EXPECTED BEHAVIOR IN PUBLIC PLACES

Lunchroom: Enter quietly. Walk only. Sit with your feet under the table. Talk quietly to your classmates beside or in front of you. Use good manners. Do not play with food. Wait quietly to exit. Keep your hands and feet to yourself.

Hall: Always have your hall pass when your teacher is not with you. Walk to the right of the hall. Move quietly so as not to disturb others. Keep your hands and feet to yourself. Do not touch displays.

Please observe all designated “Quiet Zones.”

Bathroom: Use toilets appropriately. Do not stand on toilets. Flush only once. Wash your hands and throw paper towels in the trash can. Talk quietly so as not to disturb others. Keep your hands and feet to yourself.

Media Center: The media center is a place for reading and working. Always work quietly and respectfully. Obey media center personnel.

Assemblies/ Programs: Enter and exit quietly. Sit so others can see. Remain quiet unless asked to do otherwise. Be a good listener. Keep your hands and feet to yourself.

BEHAVIOR INTERVENTION LAB

The behavior intervention lab is an alternative academic setting used when students are removed from the regular classroom environment. In this setting the students are constantly monitored and are expected to complete all assigned class work. Students may be placed in this setting for a designated time as a form of discipline for inappropriate behavior or for a time-out opportunity.

CLASSROOM BEHAVIOR

Each classroom will develop its own living and working rules. Students are expected to follow these cooperatively-developed rules. Each teacher will develop a plan to ensure that each student knows the consequences of misbehavior. A point system will be established to honor good behavior and to address office referrals and consequences. Classroom procedures will be followed unless the behavior exhibited totally disrupts instruction or threatens the safety of others. Office referrals will then be made. Parents will be notified with each office referral. Once an office referral is made, the following consequences will apply:

Level I (1) misbehavior includes minor acts of behavior, which interfere with orderly school procedures, school functions, extracurricular programs, approved transportation, or a student's own learning process.

Level I Offenses:

- Continuous Disruptive Behavior (Talking without permission, getting out of seat without permission, losing all points in the classroom, etc.)
- Rough Play
- Excessive Talking
- Cafeteria Citation
- Forgery
- Electronic devices
- Public display of affection
- Throwing projectiles
- Classroom disturbances
- Unauthorized selling
- Playing in the restroom

1st offense- Warning

2nd offense – 1 day LEC

3rd offense – 2 days LEC

4th offense – 3 days LEC

Consequences will vary based on the severity of the misbehavior which may include warning, time out, LEC, or suspension. When students are sent to LEC they will meet with the counselor and parents will be contacted. Consequences will vary based on the number of times sent to the office and the severity of the incident.

Level II (2) Offenses are intermediate acts of misconduct that require administrative intervention. Consideration of intervention support services should be given, if not already provided.

Level II (2) Offenses:

- Disrespect and /or repeated refusal to comply with directions by a Lamar County School employee
- Refusal to follow instructions of staff, uncooperative
- Simple assault on another student (hitting)
- Bullying

- Gambling
 - Vandalism
 - Possession of obscene, pornographic, and or offensive materials in print or on electronic devices including cell phones and i-pods
 - Forging signature; grades
 - Cheating, Plagiarizing
 - Profanity
- 1st offense 1 day LEC
 2nd offense 2 days LEC
 3rd offense 3 days LEC
 4th offense 1 day OSS

Consequences will vary based on the severity of the misbehavior which may include LEC or out of school suspension. Consequences will vary based on the number of times sent to the office and the severity of the incident (LEC, suspension, time out, etc.).

Level III (3) offenses are serious acts of misconduct. These offenses must be reported to the principal or designee. Offenses may result in immediate suspension of the student from the school and/or school-sponsored activities or expulsion. Students and parent/guardian participation in a conference with the principal is an element of all discipline actions in this category, even if such a conference has previously occurred.

Level III Offenses:

- Possession of tobacco products, cigarette lighters or other flammable objects
 - Inciting a disturbance
 - Damage to property of staff member or student or school property
 - Sexual harassment, sexual misconduct
 - Breaking technology Acceptable Use Policy
 - Profanity or threat towards a teacher or any adult employee
 - Threats of death or serious bodily injury (the verbal or written communication of a threat to kill or do serious bodily injury to another person.)
 - Fighting/Battery
 - Disrupting school; setting off fire alarm; possession of fire cracker; possession of incendiary or explosive devices; possession of smoke bombs or stink bombs; other severe disruptions.
 - Theft/possession of stolen property
 - Bullying: any willful attempt or threats to inflict injury on another person, when accompanied by an apparent present ability to do so; or any intentional display of force that would give the victim reason to fear or expect immediate bodily harm.
 - Gang- like behavior
 - Ammunition
- 1st offense – 1 day OSS
 2nd offense – 2 days OSS
 3rd offense – 3 days OSS
 4th offense – 4 days OSS

Consequences will vary based on the severity of the misbehavior which may include LEC or out of school suspension. Consequences will vary based on the number of times sent to the office and the severity of the incident (LEC, suspension, time out, etc.).

Level IV (4) offenses are referred to the school resource officer. These offenses will result in an immediate suspension from school.

Level IV Offenses:

- Possession of a weapon on school property

- Possession or use of drugs or alcohol or being under the influence of illegal substances on school property or at school related activities
 - Sale of drugs or alcohol on school property or at school related activities
 - Physical assault on a staff member/injuries caused to school system employee while attempting to stop a fight; failure to stop fighting when directed to by staff member
 - Arson, bomb threats, terrorist threats, extortion
 - Failure to accept disciplinary actions
 - Breaking and entering, theft, malicious vandalism of school property or personal property
 - Gang related activity
- 1st offense 3 days OSS
 2nd offense 4 days OSS
 3rd offense 5 days OSS
 4th offense 5 days OSS

Out-of-school suspension will occur in all cases. An immediate referral will be made to the SRO and the counselor.

The misbehavior and consequences for Level 4 may be any of those listed or others as allowed by the board. The items in these lists are not exclusive, nor exhaustive of behaviors and/or consequences that may result in disciplinary action.

BUS MISCONDUCT

A copy of bus rules and regulations are provided to each student who rides the bus. Students are expected to follow these rules. Bus conduct reports will be handled by the principal or assistant principal in the following manner:

- | | |
|--------------|-----------------------------------|
| 1st offense: | Warning |
| 2nd offense: | 1 day bus suspension |
| 3rd offense: | 3 day bus suspension |
| 4th offense: | 5 day bus suspension |
| Subsequent: | increasing days of bus suspension |

This discipline plan was developed by parents, teachers, and administrators of LCES. It will be reviewed on a regular basis. School administrators reserve the right to vary consequences based on the severity of the offense and the findings of their investigations. Riding the bus to school is a privilege. If misbehavior persists or is violent, bus privileges can be taken away permanently.

ASBESTOS INFORMATION

Pursuant to AHERA regulations, we are required to notify families once a year of asbestos inspections, response actions, and any post response action activities, including periodic re-inspections and surveillance activities that are planned or in progress at our campus. More information is available on our system website along with contact information in the event you have questions.

ACKNOWLEDGEMENT

I have read and understand the Lamar County BOE Policies and LCES School rules stated in the LCES Agenda found on the school website and the Code of Conduct found on the district website. Further, I agree to abide by the rules as stated in LCES Agenda.

NOTES to Parents concerning information contained within this handbook:

- Classes start at 8:05 a.m. Students should arrive at school in time to be in class at 8:00. Classes end at 2:55 every day.
- Students may arrive as early as 7:15 a.m. Students may enter classroom at 7:45.
- Unless arrangements are made in advance with your child's teacher, all students must be picked up by 2:55 p.m.
- All excused absences must be documented. Students who miss more than 15 days will not be promoted.
- If you have any questions please call the school office at (770) 358-5556.
- Stay in contact with your child's teachers.
- Report Cards go home every 9 weeks.
- Keep the office informed of any address or telephone changes. Remember, we can only contact you if we know how to reach you. Keep your child's records up to date.
- The Lamar County Code of Conduct is found on the district website.
- Parents are responsible for any and all information added to student handbook and code of conduct.

Please sign and return this page to your child's homeroom teacher by the third day of class. Thank you.

Student's Signature: _____ Date: _____

Parent's Signature: _____ Date: _____

Teacher's Signature: _____ Date: _____

Internet Agreement

**STUDENT /PARENT AUP CONTRACT AGREEMENT
COMPUTER / INTERNET / INTRANET & ANY OTHER ELECTRONIC DEVICES THAT WILL
CONNECT TO THE NETWORK IN ANY SHAPE FORM OR FASHION**

Lamar County Schools

I have read and agree to comply with the Lamar County Board of Education's Acceptable Use Policy –AUP (IFBG) and Procedures (IFBG-R) for the *District's computer property, public networks and Internet access or files*. My teacher, the school's media specialist, or the school or system technology coordinator has read and discussed the policy with me.

I understand, I *should have no expectations of privacy regarding my use of the District's computer property, public networks and Internet access or files*.

I understand that if I violate the rules of the policy, my right to use the Internet may be taken away and I will be subject to school disciplinary action or legal action.

In consideration for having access to public networks, I hereby release the Lamar County School System and its offers, employees, and agents from any claims and damage arising from the use of the public networks.

School _____ Grade _____ Homeroom teacher _____
Student Name (Please Print) _____

Student Signature _____ Date _____

Parent Section – Required for all students under 18 years of age

As the parent or guardian of this student, I have read the Lamar County Board of Education's Acceptable Use Policy (IFBG) and Procedures (IFBG-R) for the *District's computer property, public networks and Internet access or files*.

I understand that Internet access is for educational purposes, not personal use or entertainment. I further understand that some materials accessible to Internet users may be offensive, illegal, defamatory, or inaccurate, and that although Lamar County School System has taken reasonable precautions to restrict access to such materials, such exposure may occur.

In consideration for having access to public networks, I hereby release the Lamar County School System and its offers, employees, and agents from any claims and damage arising from the use of the public networks. By signing below I affirm the above information is correct and hereby give my permission for my child to use the Internet.

Parent /Guardian Name (Please Print) _____

Parent /Guardian Signature _____ Date _____

Sponsoring Employee Section –Teacher responsible for training the above student

I have read the Lamar County School System's Acceptable Use Policy (IFBG) Procedures as stated in IFBG-R and agree to promote these procedures with the students. As the sponsoring teacher I agree to instruct the student and model the acceptable use of the network and proper network etiquette.

Sponsoring Employee Name (Please Print) _____

Sponsoring Employee Signature _____ **Date** _____