



2017 - 2018  
Lamar County Middle School

**Our Mission**

Learn today to succeed tomorrow!

**Our Vision**

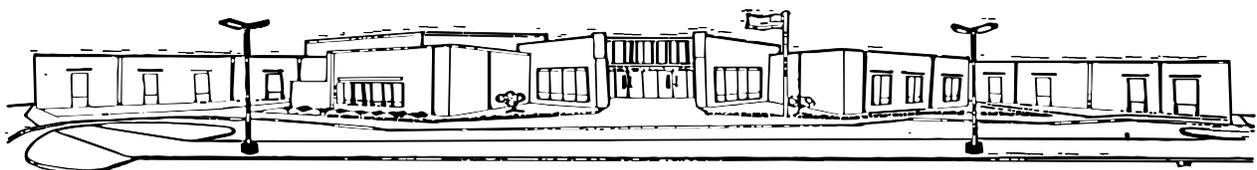
Lamar County Schools will provide all students with an equitable and excellent education that prepares them for college, career, and life.

This document can be translated for you. Please call 770-358-5891 or come to the Lamar County Board of Education at 100 Victory Lane.

Este documento puede ser traducido para usted. Por favor llame al 770-358-5891 o visite al departamento de Educacion del condado de 100 Victory Lane.

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# Lamar County Middle School

100 Burnette Road

Barnesville, GA 30204

770-358-8652 \* Fax 770-358-8657

Julia M. Steele, Ed.D.  
Principal

Mr. Calvin Scandrett  
Assistant Principal

July 28, 2017

Dear Students and Parents,

Welcome to a brand new year at Lamar County Middle School. Our hope for our students this year is that each one of you enjoy a rewarding school year and work hard to reach your greatest potential. We challenge each of you to set your goals high and work hard to reach them. A student's success during the school year requires the entire family to be actively involved in the day-to-day operations of LCMS.

Students must have their agenda/calendar with them each and every day. We encourage you as parents to initial that you have seen the agenda and the items for the day. Teachers and parents can communicate each day in writing regarding important information and responses. Take a look at your child's agenda each night. By initialing, teachers know that you have seen the agenda on a daily basis. Parental involvement is more important than ever as students begin their middle school career. We encourage you to take advantage of our scheduled parent and content nights throughout the school year as well as parent conference times. Please feel free to contact your child's teachers, our school counselor, or administrative team with questions or concerns. We are here to help you and provide resources for your child to be successful.

We encourage you to help make arrangements for your child to stay after school and participate in extra-curricular activities. These are the activities that begin to engage students in clubs and team building opportunities that build lifelong memories. We urge you to read and discuss this handbook with your child. Check each agenda page for daily communication from your child's teachers. We ask that you make this agenda a part of your daily conversation within your home. By doing this, we will build a strong school-to-home communication tool. We look forward to a fantastic school year! GO TROJANS!

Sincerely,

Dr. Julia Steele, Principal

Mr. Calvin Scandrett, Assistant Principal



## **Our Mission**

Learn today to succeed tomorrow!

## **Our Vision**

Lamar County Schools will provide all students with an equitable and excellent education that prepares them for college, career, and life.

## **Our Beliefs:**

1. Students are the first priority. Every decision and action must be based on the needs of our children.
2. A safe and positive learning environment is critical for student, faculty, and staff success.
3. Every employee of the Lamar County School System has a direct impact on student success.
4. The alliance between homes, schools, and the community promotes students' success.
5. All Lamar County schools will provide a caring environment that embraces diversity, models respect, and develops responsibility.
6. All students can experience academic growth with engaging, rigorous, and individualized learning.
7. All students deserve well equipped, highly qualified, and motivated teachers who believe in each student's ability to learn.
8. Families can support our schools' goals by ensuring students attend school regularly; participate in school activities; and teach/model quality character, values, and behavior.
9. Our families and our community are integral to our students' and our schools' success.
10. Education improves the quality of life for all Lamar County residents.



# TROJAN

**P**REPARED - Prepare for classes and activities. Have assignments and materials ready.

**R**ESPECTFUL - Follow directions from teachers. Treat others with respect.

**I**NVOLVED - Participate in classroom and school activities.

**D**EPENDABLE - Be where you are supposed to be, doing what you are supposed to be doing, at all times.

**E**XCELLENCE - Excel and expect success through good work habits.



# CLASSROOM

**P** Prepared - Have all materials and assignments ready for class.

**R** Respectful - Pay attention to teachers. Accept others.

**I** Involved - Engage in classroom activities.

**D** Dependable - Be on time to class. Stay on task.

**E** Excellence - Ask questions. Always try your best.

This handbook is for your information and will enable you to become acquainted with policies and procedures of Lamar County Middle School. It is essential that the entire school family, parents and students, read it and be thoroughly familiar with its contents.

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 persons have been designated to handle inquiries regarding the non-discrimination policies:

Mr. Cleve Hendrix

100 Victory Lane, Barnesville, GA 30204, (770) 358-5891, chendrix@lamar.k12.ga.us

Mrs. Crystal Roberts

100 Victory Lane, Barnesville, GA 30204, (770) 358-5891, crystal.roberts@lamar.k12.us

The school Superintendent shall fully support the authority of the principals and teachers to remove a student from the classroom pursuant to Code Section 20-2-738. It is the policy of this state that it is preferable to reassign disruptive students to alternative educational settings rather than to suspend or expel students from school.

### **Parental Notification**

1. **Automated Calling:** LCMS uses an automated calling system to notify parents of upcoming activities, important information, various notices, etc. Automated calls are programmed to occur during evenings and on weekends. Records of these contacts are maintained in the Guidance Office. Please make sure the school has current phone information.
2. **Weekly Administrative Email:** - A weekly email is provided directly through school administration to update parents about the week's events and important reminders. Please make sure the front office has your current email address.
3. **Flyers from the Office:** Flyers will come home with the student on bright yellow paper indicating the importance of the information directly from the office.

### **Minutes of instruction:**

Any grade 6 - 12 shall have not less than a daily average of 5 ½ hours (330 minutes) of instructional time based on the 180-day school year. (330 minutes X 180 days = 59,400 minutes are the minimum).

### **Teacher Reporting Requirement**

A teacher shall have the authority, consistent with board policy, to manage his or her classroom, discipline students, and refer a student to the principal or his designee to maintain discipline in the classroom. Any teacher who has knowledge that a student has exhibited behavior which violates the student code of conduct and repeatedly or substantially interferes with the teacher's ability to communicate effectively with the students in his/her class or with the ability of such student's classmates to learn, shall file a report of such behavior with the principal or his/her designee. The principal and teacher shall thereafter follow the procedures set forth in Georgia law, specifically O.C.G.A § 20-2-737-738.

The Superintendent shall fully support the authority of principals and teachers in the school system to remove a student from a classroom pursuant to the provisions of this law and the Superintendent and/or his designee shall develop procedures as necessary for implementation of this policy and this state law.

Any other misbehavior not covered above and deemed inappropriate by the principal and or Board of Education policy is subject to discipline at the discretion of the administration. The administration reserves the right to review and modify any of the above rules, except those set by Law or BOE policy, as may be necessary to maintain a safe and orderly learning environment. (The Administration also reserves the right to notify law enforcement whenever it is deemed necessary.)

### **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 parent 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:

LCHS: Dr. David Boland (7703588641): [david.boland@lamar.k12.ga.us](mailto:david.boland@lamar.k12.ga.us)

LCMS: Dr. Julia Steele (7703588652): [jsteele@lamar.k12.ga.us](mailto:jsteele@lamar.k12.ga.us)

LCES: Dr. Andrea Scandrett (7703585556): [ascandre@lamar.k12.ga.us](mailto:ascandre@lamar.k12.ga.us)

LCPS: Mr. Jeremy Hawkins (7703588661): [jhawkins@lamar.k12.ga.us](mailto:jhawkins@lamar.k12.ga.us)

District Office: Mrs. Sherrelle Ogletree (7703585891): [sogletre@lamar.k12.ga.us](mailto:sogletre@lamar.k12.ga.us)

Notificación al Representante Fecha:

Estimado/Estimada:

En cumplimiento con los requerimientos del reglamento "Ni un niño dejado atrás" del Distrito escolar Lamar, 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 postgrado 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:

**Web Accessible Grades:** Parents are encouraged to check frequently the web-based grading system at the Power School Parent Portal which provides parents access to student grades and attendance.

Information concerning this service is distributed the first few weeks of school. Please contact the front office for login information after the school year begins.

### **ACADEMIC INFORMATION**

**Grading Scale:**

(A) = 90 - 100

(B) = 80 - 89

(C) = 70 - 79

(F) = Below 70

### **Report Cards/Progress Report**

A 9-week progress report is issued at the conclusion of each nine (9) week grading period. A 4 ½ progress report for all classes will also be issued to the students halfway through each nine (9) week grading period. Report cards come home at the end of Semester 1 (December) and at the end of semester 2 (May). Letter grades are for comparison only. Only numeric grades shall be given.

### **Honor Roll**

**All "A" Honor Roll:** Students who accumulate a yearly average of 90 or above in each and every class.  
(This includes all connection classes.)

**"A/B" Honor Roll:** Students who accumulate a yearly average of 80 or above in each and every class.  
(This includes all connection classes.)

### **Promotion-Retention Policy**

The purpose of this policy is to ensure maximum educational achievement for each student in the Lamar County School System. It is the responsibility of the teachers, administrators, and other staff members to evaluate each student's progress relative to promotion standards and to communicate progress on these standards to students and their parents during the school year. Students who do not meet the criteria for promotion must be considered for retention or placement.

The Lamar County School System has established criteria to address the requirements of the Georgia Academic Promotion, Placement, and Retention Policy (O.C.G.A. § 20-2-282, 283, 284, and 285) and all applicable authority and State Board of Education rule requirements regarding student promotion, placement and retention. The regulations of this policy will be applied for students in Grades K-12 to help assure that basic promotion, placement, and retention criteria will be consistently addressed.

### **LAMAR COUNTY BOARD OF EDUCATION CODE OF CONDUCT** **PROMOTION AND RETENTION - Descriptor Code: IHE**

#### ***IV. PROMOTION STANDARDS AND CRITERIA for Grades 6-8***

Principals or designee shall implement a process to

- A. Determine whether each student shall be retained or placed based on a review of the overall academic achievement;
- B. Develop an accelerated, differentiated, and/or additional instructional plan for each student who does not achieve grade level;
- C. Develop a plan of continuous assessment during the subsequent school year in order to monitor the student's academic progress. Students shall be tested in accordance with requirements specified in Georgia Board Rule 160-3-1-.07.
- D. Principals or their designee shall implement a placement committee which will consist of one or more current teacher(s), or one or more teacher(s) in the next grade, a school administrator, the school SST chairperson and the parent(s). Students will be promoted to the 7th, 8th, and 9th grades based upon the teachers' curricular assessment as communicated to the parents through the Lamar County Middle School Report Card.

***Students must meet the following criteria:***

1. Achieve a 70 yearly average in all academic courses.
2. Not miss more than fifteen (15) days of school (LCBOEP-JBD).

Students in the 8th grade must pass the reading and math portion of the *Georgia Milestones Assessments* to be promoted to the 9th grade. Reference to the use of Georgia Milestones Assessments is dependent on test scores being received before promotion decisions are sent to parents.

### **Placement**

Students who do not meet criteria for promotion must be considered for retention or placement on an individual basis by the (Tier 3) Student Support Team (SST) or by a placement team appointed by the principal. The team makes its recommendation to the principal and must also establish objectives and expected gains for each student who is retained or placed. The SST must monitor the progress of the student during the next academic year.

### **Program for Gifted Students**

The school district offers a program for students who show exceptional potential for achievement. Teachers, counselors, administrators, parents or guardians, self, peers, or other individuals with knowledge of the student's abilities may refer a student for consideration for gifted services. Students may qualify for the program by having higher school ability and achievement test scores. Students who fail to meet the gifted program guidelines and academic requirements and still wish to be a part of the program will be placed on probation for one grading term and if no improvements are made, the student will be removed from the program.

### **Physical Education Policy Dressing Out & Participation**

Students are expected to dress out and participate in P.E. class. All students are required to wear athletic attire with athletic shoes. Shirts and shorts must be of appropriate length. Inappropriate dress may result in a zero (0) for the day. Students should have a doctor's excuse when they do not participate in P. E. - Students must come prepared for learning. (P.E. requires each student to bring shorts and shirts for the purpose of dressing out.)

### **Injuries; Medication**

#### ***Prescription & Non-prescription***

Minor injuries may be treated in the office. Parents will be called for serious injuries. In the event that a parent cannot be reached, the administration will determine if medical help is needed. In the event medical help is needed, the administration or designee will call 911 and request an ambulance. Based on the school nurse's and/or EMT's recommendation, the principal or designee will have the student transported to Upson Regional Hospital or Spalding Regional Hospital. If the child is transported, parents may be held responsible for cost incurred.

**Asthma and EpiPen Self-administration:** Georgia State Law authorizes student self-administration of asthma medications and EpiPens while at school. To keep an asthma inhaler or other asthma medicine, as well as an EpiPen, in his or her possession, students must provide:

1. Parent's written permission.
2. Prescribing physician's signed statement indicating that the student understands proper use of the asthma medication or the EpiPen and that the parent has been provided with a written asthma/EpiPen emergency/management plan.
3. Parent's written authorization to seek emergency treatment if deemed necessary.

**STUDENTS ARE NOT ALLOWED TO HAVE IN THEIR POSSESSION OVER-THE-COUNTER OR PRESCRIPTION MEDICATION.** All medications are to be kept in the office in the original container along with the student's name and the directions of how to administer the medication. A written authorization from the parent/guardian along with instructions must be sent with the medication before the medication

will be dispensed. The school will not dispense morning or afternoon medication. These should be taken prior to arrival and upon arrival home. School personnel will not treat any self-inflicted wound such as body piercing of any type. Parents will be notified to come to the school to treat or pick up their child.

## SCHOOL FOOD SERVICE PROGRAM

**Mrs. Mona Jones, LCMS Cafeteria Manager**

<u>Cost</u>	<u>Regular</u>	<u>Reduced</u>	<u>Cost</u>	<u>Regular</u>	<u>Reduced</u>
<b>Breakfast:</b>			<b>Lunch:</b>		
Student	\$1.10	\$0.30	Student	\$2.10	\$0.40
Adult	\$1.40		Adult	\$3.50	

Some students are eligible for free / reduced price meals. Applications for these meals will be provided to students at the beginning of the school year or on enrollment.

### ID Number

An ID number will be provided to each student for use in the lunch line. This will eliminate the need for any student to be identified as a free or reduced price meal participant, and it speeds up the process of receiving a lunch.

### Prepayments

Students or staff who wishes to pay for their meals for a week or longer at a time are encouraged to do so. Prepayments may be made while going through the lunch line and may be paid in cash or by check. LCMS encourages students to pay for their lunch by the week or month. For parents' convenience, one check may be written for more than one child. Just identify the child and whether they are in primary, elementary, middle, or high school. Lamar County Schools also invite you to use the online payment program called [MySchoolBucks.com](http://MySchoolBucks.com). Printed information on how to use this online program is sent out during open house each year and you can call the School System Nutrition Department at 770-358-5891.

### Cafeteria Rules

1. Students will enter and exit in a single line and in a quiet and orderly manner.
2. Students are expected to be courteous and pleasant to cafeteria personnel.
3. Students whose conduct in the cafeteria is consistently disruptive to other students or staff will be directed to the principal's office for disciplinary action.
4. Students must enter their lunch number upon exiting the serving line.

### Meal Charge Policy for Middle Schools

1. Students are allowed to charge up to \$15.00. Then they must get permission from the principal to charge one more meal before being given an alternative meal.
2. No a la carte items may be charged.
3. A written reminder will be given to the student to take home to inform parents about the charge.
4. The manager will call the parent/guardian after two charges to inform them about the negative balance.
5. If the charge amount is not paid in full, students will be offered an alternate meal consisting of a sandwich and milk for lunch or toast and juice for breakfast.
6. Students are not allowed to charge the last two weeks of school.

### GUIDANCE and COUNSELING

Guidance refers to the academic type of interaction between a counselor and a student, or a group of students that focuses on normal developmental issues and school-based procedures (course selection, testing, failure, etc.) Counseling is the interaction between a counselor and a student either individually or in small groups. Counseling goes beyond information given to helping the students consider issues in their lives that are of concern, that may hamper their performance in school, or that may affect their behavior towards others in their school environment. Lamar County Middle School has a certified school counselor who provides: classroom guidance and counseling activities; individual counseling for mild adjustment issues; and participation in group counseling.

Referrals are accepted from the school and parents by the School System Psychologist who provides: Crisis Intervention; Individual, Group and Family Counseling; Parent Training regarding school and home concerns with students, and Psychological Evaluations.

**Parent Resource Room:** Lamar County Middle School is committed to fostering the integral partnership between parents and school. The Lamar County Middle School's Parent Resource Room is housed in the school media center. The media center operates from 8:00-3:30 daily. Resources include pamphlets and books that center on ways to handle issues that a child might face at school. In addition, parents can find insight on such issues as stress and being a single parent. Please see the school counselor for more information and resources.

**Section 504 of the Rehabilitation Act of 1973**, commonly referred to as "Section 504," is a nondiscrimination statute enacted by the United States Congress. The purpose of Section 504 is to prohibit discrimination and to assure that disabled students have educational opportunities and benefits equal to those provided to non-disabled students. For more information regarding Section 504, or if you have questions or need additional assistance, please contact Lamar County School System's Special Education Director, Dr. Crystal Roberts, at the following address: 100 Victory Lane, Barnesville, GA 770-358-5891.

The implementing regulations for Section 504 as set out in 34 CFR Part 104 provides parents and/or students with the following rights:

1. Your child has the right to an appropriate education designed to meet his or her individual educational needs as adequately as the needs of non-disabled students. 34 CFR 104.33.
2. Your child has the right to free educational services except for those fees that are imposed on non-disabled students or their parents. Insurers and similar third parties who provide services not operated by or provided by the recipient are not relieved from an otherwise valid obligation to provide or pay for services provided to a disabled student. 34 CFR 104.33.
3. Your child has a right participate in an educational setting (academic and nonacademic) with non-disabled students to the maximum extent appropriate to his or her needs. 34 CFR 104.34.
4. Your child has a right to facilities, services, and activities that are comparable to those provided for non-disabled students. 34 CFR 104.34.
5. Your child has a right to an evaluation prior to a Section 504 determination of eligibility. 34CFR 104.35.
6. You have the right to not consent to the school system's request to evaluate your child. 34CFR 104.35.

### **Response to Intervention**

Georgia's RTI process includes several key components:

- A 4-Tier delivery model designed to provide support matched to student need through the implementation of standards-based classrooms.
- Evidence-based instruction as the core of classroom pedagogy.

- Evidence-based interventions of increasing levels of intensity based on progress monitoring.
- The use of a variety of ongoing assessment data to determine which students are not meeting success academically and/or behaviorally.
- Data Teams in each school serve as the driving force for instructional decision making in the building. The Student Team is composed of a committee of teachers, administrators and the student's parents who meet on a regular basis to discuss the student's academic or behavioral progress. This committee devises strategies that provide for the student's success.
- Purposeful allocation of instructional resources based on student assessment data. All students participate in general education learning. Students requiring interventions to meet individual learning expectations will receive support through a systematic and purposeful process. The number of students requiring interventions will decrease as the level of intensity of the intervention increases.

### **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.

### **Exceptional Education Students**

Exceptional education students are promoted or retained based upon achievement of the objectives of their IEP's. Attainment of IEP objective(s) constitutes a promotion. Exceptional education and regular program teachers should make joint decisions upon a student's attainment of objectives.

### **Students Enrolling from Other Schools**

Lamar County Middle School accepts the elementary placement recommendations of students transferring from other public schools in the state of Georgia or from Georgia private schools accredited by the Georgia Accrediting Commission or the Southern Association of Colleges and Schools, and from out-of-state public schools or its regional counterpart. Students who enter Lamar County Schools from non-accredited schools will be placed on an individual basis by the school principal or his/her designee. The principal may require testing and other evaluation procedures for any transfer student from a non-accredited school in order to ensure an educationally sound placement.

### **Parental Permission to Permanently Withdraw from School (O.C.G. A. 20-2.690.1)**

An un-emancipated minor who is older than age sixteen but under the age of eighteen and who wishes to withdraw from school would be required to have the written permission of his or her parent or legal guardian prior to withdrawing. The school principal or designee would convene a conference with the child and parent or legal guardian within two days of receiving notice of the intent of the child to withdraw from school, and prior to accepting such permission, for the purpose of sharing with the student and parent or guardian the consequences of not having earned a high school diploma.

### **Testing Information**

The General Assembly has enacted major changes in the state-testing program. The state program emphasizes the state's accountability role and provides a combination of curriculum-based assessments and norm-referenced tests, such as the End of Grade Georgia Milestone Assessment. The curriculum-based measures are designed to assess how well the Georgia Performance Standards (GPS) and Common Core Georgia Performance Standards (CCGPS) are used in schools and systems. All students in grades one through eight will participate in the curriculum-based assessments that will take place near the end of the school year. Local tests are also used to assess student performance in the core subject areas.

**Hospital-Homebound Services:** Any student with a medically diagnosed physical condition restricting the individual to home or hospital for a period of time—thus significantly interfering with education—is eligible for hospital-homebound service. A medical referral form signed by a licensed physician must be on file stating that the student will be absent a minimum of ten (10) school days and is physically unable to participate in educational instruction. Verified hospital-homebound absences are not subject to the attendance policy.

### **Activity Expectations and Requirements**

**Assemblies:** Assemblies and pep rallies are held for several purposes: to instruct, to entertain, to honor, to promote school spirit, and to celebrate. Expectations of behavior depend upon the assembly's purpose. The members of the audience should respect the rights of the performer/speaker and be courteous at all times. Students are expected to follow assembly instructions as given to them by teachers or administrators; honor and respect the dignity of the program; and avoid talking, yelling, clapping or indicating approval/disapproval when such is not appropriate. Students should understand that there is a time to cheer and a time to listen, even at pep rallies.

**Field Trip Guidelines:** Students must attend school on a regular basis and follow school rules to participate in field trips. Participation in school activities and field trips are governed by school rules and are subject to co-curricular, extra-curricular, and field trip guidelines. Guidelines include being in good academic standing, being in good attendance standing, and being in good conduct standing, as well as owe no monies or fees to the school. Students will not be allowed to participate in field trips if they fail to return a completed permission/medical release form by the due date. Activity sponsors will provide further details after receiving administrative approval.

## **OTHER IMPORTANT SCHOOL INFORMATION:**

### **Attendance**

Lamar County Board of Education: Policy LCBOE-JBD

### **Student Attendance, Grades 6-8**

Accumulated absences of more than fifteen (15) days in one academic year may be grounds for retention of a student in these grades. If a student is absent, excused absences will be determined by the State Department of Education Rules as listed below. Parents/guardians must provide documentation for all absences. Students who accumulate tardies or early dismissals will be subject to the regulations and procedures noted in the Middle School Handbook. Parents will be notified in writing on or before a student has missed five (5) days, ten (10) days, fifteen (15) days, etc. from school. Parents/guardians and students must file appeals with the principal within 4 weeks prior to the end of the school year. Appeal forms are available in the middle school office. Any student absent for illness more than five (5) consecutive days must provide a doctor's excuse upon his/her return. The principal may send a report to the School Social Worker to assist with students who have been absent ten (10) or more days. The Social Worker will provide interventions with the student and family to assist in the improvement of attendance. After the School Social Worker provides interventions and if the student's attendance does not improve, the School

Social Worker and the principal may refer the student to the Attendance Task Force, which is a function of the Lamar County Juvenile Court. Prior to referring a student to the Attendance Task Force, the School Social Worker must notify the Superintendent.

### **Truancy**

It is the daily responsibility of both the student and the parent to be present and on time daily for school.

### **Excused Absences**

Excused absences are included in the total number of days a student has missed. If you have an excuse for being absent, the absence will not be erased from the school's attendance database. However, it will be noted in the system.

#### ***Excused absences are:***

1. Personal illness.
2. Serious illnesses or death in the immediate family, which would reasonably necessitate an absence from school.
3. Religious holidays.
4. Mandated government agencies (court order, etc.)
5. Conditions rendering attendance impossible or hazardous to student's health or safety.

### **Military Dependent Absences O.C.G.A 20-2-692.1**

A student whose parent is in military service in the armed forces of the United States or the National Guard, and such parent has been called to duty for overseas deployment or is on leave from overseas deployment, will be granted excused absences of up to a maximum of five school days per school year to visit with his or her parent prior to such parent's deployment or during such parent's leave.

### **Make Up Work Policy When Absent From School**

- Make up work for students when they are absent is the sole responsibility of the student.
- Students should request their makeup work from each of their classroom teachers on the day they return to school. The parent may request the missing work on the day of the absence by calling the front office and teachers will send the work to the office to be picked up the following day.
- Students must make up all of their assignments due to being absent within 5 days.

### **Late Work Policy**

- If a student does not have his/her work at the time it is collected, the assignment will be considered late.
- 10 points per day will be deducted from the student's grade on the assignment for up to 5 days.
- At the end of the 5<sup>th</sup> day, the student will receive a zero.

### **Participation When Absent**

Students who are absent (unless prior permission by the principal has been granted) are not permitted to participate in extracurricular activities (i.e. clubs, sports) on the day of the absence. Students who sign out after or arrive before 11:00 a.m.. will be allowed to participate upon presenting a documented, non-parent note (court, doctor, etc.) to the coach or sponsor.

### **SCHOOL BEGINS AT 7:30 a.m.**

Students must report to class at 7:30 a.m. Students are tardy if they are not in class at 7:30 a.m. Students coming late to school must report to the office for a tardy slip. Students who are tardy or leave

early more than five (5) unexcused times during the school year will not qualify for perfect attendance recognition.

5<sup>th</sup> Offense: Parent contact by admin.

6<sup>th</sup> Offense: Detention

7<sup>th</sup> Offense: Detention

8<sup>th</sup> Offense: Detention

9<sup>th</sup> Offense: Parent contact by admin.

10<sup>th</sup> Offense: ISS

### **Tardies - Early Dismissals:**

Tardies or early dismissals will be excused for the following reasons **only**:

1. Doctor or dental excuse
2. Legal or Judicial
3. Funeral
4. Late Bus

### **Early Dismissal**

**Students needing to leave school before the end of the school day should use the following procedures:**

1. Parent must come into the office to sign students out-no phone calls.
2. Students will be released only to their parent/guardian unless the parent/guardian has signed a form giving permission for other individuals to pick up their child.
3. Excusable reasons for early dismissal are the same as for absences.
4. Students will not be called to the office for release until the parent is actually in the office.
5. Upon returning to school, the student will report to the front office and obtain a pass to return to class.

### **ARRIVING & DEPARTING SCHOOL**

#### **Car Riders Arrival**

Students should not be dropped off at school before 6:45 a.m. Car riders must be let out at the front of the school. Please obey all traffic signs and directions in and around the school property. These signs and directions are there for our student and parent safety. Students will enter through the door at the end of the walkway and will report immediately to the gym or cafeteria for breakfast. Arrive in time to allow your child to be in their classroom by 7:15 a.m.

#### **Dismissal**

Car riders must be picked up in the area in front of the building. Upon dismissal, car riders shall report directly to the car rider area. The rear of the school, bus pickup area, and gym are off limits. Parent/guardians should plan to pick up their child at 2:30 p.m.

### **BUS RIDERS**

#### **Arrival**

Buses use the rear entrance. All middle school students arriving by bus will enter through the rear entrance and either report to the cafeteria for breakfast or to the gym.

#### **Dismissal**

There are two lines of buses in the afternoons. The line of buses nearest the school will load directly from the sidewalk. Load in an orderly fashion at the direction of the teachers and administrators. Students must ride their assigned bus unless a note is provided by the office.

#### **Leaving Campus**

No student will be allowed to leave campus without the parent/guardian signing the student out in the office. Written permission must be signed by a parent or guardian in order for the student to be allowed to go home with someone else. The parent/guardian's signature must be on file in the office along with a list of individuals authorized to pick up their child. Only the parent/guardian may give permission for a student to sign out. Proper photo identification will be required for anyone signing out a student. All early dismissals (other than parent sign outs) will be verified with the parent. If the school is unable to verify the early dismissal, the student will not be allowed to sign out. Students at LCMS are NOT permitted at any time to walk home from school.

### **Non School Items – Personal Belongings**

Students should not bring non-school items to school. When students bring non-school items from home to school the school is not responsible for those belongings if they are lost, damaged, or stolen. The school has the right to take up any non- school items brought to school by a student. Parents will have to make arrangements for the items to be returned by the school. Items will be held in the front office for 24 hours.

### **Flowers, Balloons & Gifts**

The school will not accept any flowers, balloons, gifts or any other items for delivery to students. This includes, but is not limited to: birthdays, holidays, and Valentine's Day.

### **Purses, Book Bags, and Clothes**

Girls should keep their purses with them at all times or locked in their lockers. All students should mark book bags and any clothes with permanent markers with name and phone number. Textbooks will not be allowed to be carried in large purses. All bags are subject to search at any time.

### **Book Bags**

The administration reserves the right to ban book bags, backpacks, string bags or any other object that may conceal contraband at their discretion. Students will receive notice, by the end of the school day, if bags/packs are to be banned. All book bags are to be left in the student's locker during the day unless approved by administration or an IEP.

### **Food/Candy**

Food may only be eaten in the gym commons area, bus area and lunchroom. Students are responsible for keeping the area clean. Food and drink are not allowed in the classrooms, hallways or front of the building after school. The designated area for eating and drinking after school is outside in the bus loading area by the cafeteria. Students are allowed to use the snack machines outside the gym after 3:15 with the permission of the teachers that are on afternoon duty.

### **Immunizations**

State law requires schools to maintain up-to-date records on student immunizations. Students must have proper immunizations against certain diseases to remain in school. All children entering 6<sup>th</sup> grade on or after July 1, 2007 are required to meet the following new requirements:

- Have **two doses** of Measles vaccine, two doses of Mumps vaccine, and one dose of Rubella vaccine or laboratory proof of immunity against Measles, Mumps, or Rubella.
- Have **two doses** of Varicella (chicken pox) vaccine or documentation of disease or laboratory proof of immunity. When your child entered school, only one dose of this vaccine was required.
- Contact your health care provider to receive any needed vaccinations and to obtain the Georgia Certificate of Immunization (Form 3231).

### **Lockers**

Lockers may be obtained following the middle school procedures available in the office. The current locker rental fee is **\$9.00**. Students will have access to their lockers but must adhere to the schedule as defined by their assigned teachers. **Students may not share lockers.** Lockers are school property and any damage to them can result in fines and/or disciplinary action. Lockers can be searched at the discretion of the administration.

### **Office Phone Use**

The middle school telephones are for business use only. Students may use the office phone only in an emergency. Students will not be called out of class to accept personal phone calls. Office personnel will take a message in the case of an emergency. Students are able to use the front office phones at any time to contact their parent or guardian. (Students may not use their personal cell phones at LCMS during the school day.)

### **Rest Room and Locker Breaks**

Students are able to access their lockers in between each class period. Often times, grade level teachers will assign specific times for locker use. No student will go to the rest room during class time unless an emergency arises or a documented medical or physical problem exists. Classroom instruction is our number one goal.

### **Emergency Information on File**

For emergency situations, parents must keep pertinent information on their child up to date in the office. Information such as phone numbers, email addresses, current living address, and any address relative to who may pick up the student should be current.

### **Student Insurance**

All students participating in sports activities must purchase school insurance. School insurance will not cover all costs and parents/guardians are responsible for those costs not paid by school insurance. For any questions or concerns, please contact the school system athletic director at 770-358-8641.

### **Visitors**

All visitors (parents, volunteers, community members, etc.) must sign in and obtain a visitor's pass from the office. Visitors' passes must be worn in plain view. Visitors will be directed to the area of the visit and are reminded that they should not just "roam around". Upon leaving the campus, visitors must report to the office, return the pass and sign out. Without prior knowledge of your visit, not all areas of the school may be available for visitation. Social visits are prohibited during the instructional day to ensure the safety and welfare of all students, and to prevent classroom disruptions.

### **Emergency Drills: Fire, Tornado, Other**

Fire, tornado and other emergency drills are required routinely to ensure our safety. Students are to follow staff members' instructions, remain quiet, and walk quickly to the appropriate area during drills.

### **FINANCIAL OBLIGATIONS:**

#### **1. Textbooks/Fines for Damaged or Lost Books**

Students are responsible for taking care of textbooks, lockers, and library books. Any school property damaged is the responsibility of the students and their parents/guardians.

2. A student who loses or damages a book beyond normal usage shall be assessed the cost for replacing the damaged or lost book. This payment schedule shall pertain to lost or damaged books:

- a. Condition: (new-1 year of use)-full price

- b. Condition: (2<sup>nd</sup> year)-80% of list price
- c. Condition: (3<sup>rd</sup> year)-60% of list price
- d. Condition: (4<sup>th</sup> year)-40% of list price
- e. Condition: (5<sup>th</sup> year)-20% of list price

Failure to pay fines or replacement costs for lost or damaged textbooks or media center books or any other debts owed to the school may result in actions as outlined in the paragraph, Debts & Collection Procedures. Students who owe fines or fees will not be allowed to participate in field trips.

### **Fund Raisers**

Door-to-door sales are not allowed. However, students may participate in board-approved fundraisers for their school, class or club. Students and parents are responsible for any items sold and money collected. Failure to return any unsold items or money collected may result in actions as outlined in the paragraph, Debts & Collection Procedures.

### **Payment by Checks**

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. During the month of May, **no checks** will be accepted. All payments etc. must be made in cash.

### **Please include the following on your check:**

- Full Name , Phone Numbers, Street Address, Driver's License #

We also ask that you indicate on the memo line at the bottom of your check specifically what the check was written for. For example, indicate "Yearbook" or "Athletic Uniform" on the memo line.

### **Returned Checks**

Parties will be notified of any returned check and may be subject to a **returned check charge of \$35.00**. Failure to reimburse or clear any returned check might result in the collection procedures as outlined in the paragraph Debts & Collection Procedures. No checks will be accepted from a family or individual after the second returned check.

### **Debts & Collection Procedures**

- The bank will be called to see if there are funds available to cover the check.
- If there are no funds to cover the check, an attempt will be made to call the party listed on the check.
- If the party can not be reached by telephone or does not send cash the next day, a certified letter will be mailed giving the party ten (10) days to pick up the check. At this point a \$20.00 service charge will be assessed which includes certified mail postage.
- If the check is not picked up after ten (10) days from receipt of said letter, the check will be turned over for collection.
- No further checks will be accepted until the balance has been paid.

Failure to pay fines or replacement cost for lost or damaged textbooks or media center books (O.C.G.A. 20-2-1013) or any other debts owed to the school, may result in one or more of the following actions:

Withholding of an additional textbook or library book until restitution is made. Withholding of all grade cards, diplomas or certificates of progress until restitution is made. Collection by any other means necessary and may include any court fees or associated collection costs. ***\*\*Students who owe fines or fees will not be allowed to participate in field trips until the fees are cleared.***

### **School Resource Officer (SRO)**

The SRO is a P.O.S.T. Certified Officer with at least two years 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. The SRO serves as an extension of the principal's office for administrative control and assignment. The SRO is not a school disciplinarian. Discipline of students is a school responsibility and only when the principal and SRO believe an incident is a criminal law violation and requests police involvement will the SRO take action:

- A. The SRO will coordinate actions with the principal and/or designee for law enforcement cases of an immediate nature.
- B. All local law enforcement and state agencies conducting formal police interviews, interrogations, and arrests should contact the campus SRO when requested. The SRO will advise on school policy concerning such actions.

The SRO serves as a classroom source for law education and as a resource for students, which will enable them to be associated with law enforcement figure in the student's environment. The SRO is a resource for teachers, parents, and students for conferences on an individual basis dealing with individual problems or questions, particularly in the area of substance abuse. The SRO will provide or assist in arranging transportation of disruptive, uncooperative students to their homes or their parents' places of work upon the request of the school principal.

### **Interrogations, Searches, Metal Detectors, & Video Monitoring**

All hallways, offices and buses are being monitored with closed circuit TV and/or video equipment. The principal or his/her designee, assistant principal, or SRO, possess the authority to conduct reasonable interrogations of any student to properly investigate and punish student misconduct. The administration also possesses the authority to conduct inspections of school lockers or articles carried upon their persons. In addition, administrators may conduct a reasonable search of any student or belongings of the student when it is in the interest of the overall welfare of other students or when it is necessary to preserve order and discipline of the school. To assist with such searches, Lamar County Middle School reserves the right to use "walk-through" and "hand-held" metal detectors at any school function, including activities which occur outside normal school hours or off the school campus. Also, without prior notification, drug trained animals may be utilized during searches.

### **Family Education and Privacy Act (FERPA)**

#### **Directory Information Notice**

Lamar County Middle School has designated the following information as directory information:

1. Student's name, address, and telephone number.
2. Student's date and place of birth.
3. Student's participation in official school clubs and sports.
4. Weight and height of student if he/she is a member of an athletic team.
5. Dates of attendance at Lamar County Middle School.
6. Awards received during the time enrolled in Lamar County Middle School.

### **Extracurricular Activities (Policy IDE)**

The Lamar County Board of Education is responsible for regulating competitive interscholastic activities in grades 6-8, and therefore adopts the requirements set forth in State Board Rule 160-5-1-.19 Grades 6-8: Competitive Interscholastic Athletics, as to student eligibility, physical examinations, time restrictions, seasonal practice, special provisions and appeals. Additionally, when a school has created a team for the grade level at which a student is enrolled, the student is prohibited from participating on a team at a higher-grade level.

## **Participation & Eligibility**

### ***Participation- Athletic & Extracurricular Activities***

**Absent:** Students who are absent are not permitted to participate in extracurricular activities on the day of the absence. Students who sign out after 11:00 a.m. will be allowed to participate upon presenting a documented, non-parent note (court, doctor, etc.), to the coach or sponsor. Students who sign out before 11:00 a.m. are counted absent for the day.

Students suspended from school, transferred to the Trojan Learning Center, or expelled may not participate until after the disciplinary period is completed. Students must be in good standing-disciplinary, academic, and financial-to participate.

Candidates for, or students elected in, all extracurricular, and/or student organizations are recognized as leaders and role models. Therefore, exemplary attendance as well as commendable conduct on and off school campus is expected by the school administration, faculty, staff, and fellow students. Illegal or inappropriate behavior will result in administrative action, which may include suspension, dismissal from elected position, and/or removal from elected position or participation.

### **Athletic Eligibility**

All athletic activities including football, softball, cross country, track, basketball, baseball, wrestling, cheerleading, or any other competitive activity, require that students meet eligibility and residency standards. To be eligible, a student must pass 5 subjects on the previous semester's report card while in middle school. Example: To be eligible for 1st Semester, starting in August, a student must have passed 5 out of 6 classes during the previous 2nd Semester's school year. These grades are found on the final report card of the previous school year issued in May. To be eligible for 2nd Semester, starting in January, a student must have passed 5 out of 6 classes during the 1st Semester of the current school year. These grades are found on the January report card. Students who transfer into Lamar County Middle School may need to meet additional requirements before competing in athletics.

### **Medical Attention for Athletes by a Physician or Medical Professional**

It is the responsibility of the student-athletes and their parents/guardians to communicate and provide written documentation to their head coach or trainer anytime they are under the medical care of a physician or licensed medical professional. Any documentation limiting a student's level of participation will be followed, unless written documentation from a physician or licensed medical professional clears them of the restriction(s). Neither a student, parent, nor Lamar County School employee has the authority to override restrictions/limitations issued by a doctor or medical professional.

### **Club Eligibility**

If a student would like to participate in clubs, band, chorus, or other activities, he/she must meet the organization's requirements for admission. However, if the club participates in an activity that is of a competitive nature, students must meet the club and athletic eligibility requirements.

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. Parents/guardians have the right to withhold in writing their permission for a student's participation in any club or organization. (O.C. G. A 20-2-705)

### **Lost and Found**

Students finding lost items should bring them to the office. Students may come to the office, with the teacher's permission, and before or after school to inquire about lost items. Items in lost and found, including clothing, will be disposed of at the end of each month.

**Interviewing, Photographing, & Videotaping of Students by Staff or News Media:** Notice is hereby given that students may be photographed, videotaped, or interviewed by the news media or by school officials at school or a school activity or events and that such photographs, video tapes, and interviews may be published, including Internet publication. If the parent/guardian objects to the student being photographed, videotaped, or interviewed, the objection must be presented in writing to the principal of the school within 15 days after the student's enrollment date or the first day of school. A waiver form is included in the first day forms, additional forms may be requested in the office.

**Limited/Prohibited:** Copying a "consumable" work (i.e. workbooks, exercises, standardized tests, test booklets and answer sheets) is absolutely prohibited. Check with the media specialist if you have any questions about copying information.

### **MEDIA CENTER**

#### **Media Policies and Procedures**

The media center strives to serve the school population by supporting the Georgia Performance Standards with relevant materials and equipment and by remaining accessible for use during the entire school day. We believe that a quality school media program is an integral component for educational excellence and preparation for high school and beyond. Therefore, we encourage and enable each student to achieve the optimum of his/her potential through the regular use of media center services.

Students may check out one book at a time for a two-week period. Students are responsible for any damages to library books as well as lost books. If a book is not returned within the two week period, an overdue notice will be issued to the student. At the end of the third week, the book's status will be changed to "lost" preventing further check-outs until the book is returned or paid for. It is a school-wide effort at LCMS to encourage responsibility in satisfying any financial obligations. For this reason, students are not allowed to check out books if they owe fines related to any extra-curricular activities, fundraisers, etc, in addition to library books or materials. Every effort is made to work out payment arrangements with students and parents, if necessary, in order to clear up these matters as soon as possible. If a book is lost the student will be expected to pay the replacement cost of the book before the next grading period. Grades and records will be held until all financial obligations are met. Students sent to the media center individually or as a group must have an individual pass from the classroom teacher stating the purpose or learning objective for productive use of time in the media center.

#### **MEDIA CENTER EXPECTATIONS:**

##### **The student will:**

1. Enter the media center in a quiet and orderly manner.
2. Present their agenda when coming from the classroom. The time will be noted in the agenda and initialed by media personnel when the student leaves the media center.
3. Have media center related assignments or a defined purpose for using the media center.
4. Check out books correctly: date, name, room number or homeroom teacher. Check out books only in your own name. Do not subject yourself to forgery.
5. Ask for help about resources, other than books at the circulation desk, when needed.
6. Return books to the center on time so that others may check them out.
7. Observe all posted rules concerning use of the Technology Center equipment.

**The student should not:**

1. Socialize, loiter or engage in courtship in the center.
2. Destroy equipment or property (which includes defacing and pilfering periodicals, newspapers, or books).
3. Rearrange media center furniture.
4. Leave before the bell schedule unless the teacher has instructed the student to do so.
5. Remove newspapers from their individual poles.
6. Operate media center equipment or work on the equipment in any manner.
7. Use the center as a route to enter the hall or get to class.

**Expectations of Students in the Media Center:**

1. Always be mindful of others by maintaining quietness so that others may work undisturbed.
2. Put all books used in the center back in the proper location. A book out of place is lost. If in doubt about the location, leave it on the circulation desk for the media staff to reshelv.
3. Sign in on the daily log sheet so that accurate statistical records can be kept.
4. Replace chairs under tables before you leave to help keep the media center invitingly neat.
5. Show respect to media staff by cooperatively complying with verbal instructions.
6. Return all checked out books promptly when you finish with them; others may be waiting for the book you are holding.
7. Make sure that instruction given for using computers are carefully followed when operating media in the technology area.
8. Take good care of the computers and video equipment. Students are responsible.
9. Take good care of all books and materials from the media center. They are bought with tax dollars and must be carefully maintained for optimum use.
10. The media center has limited supplies. Supplies will not be provided to students for the creation of science, art, or social studies projects. It may be necessary to charge nominal fees to cover cost of printer paper, laminating film, or poster board if any student wishes to use them. Cost of these items is posted in the media center.

**Video Policy**

No videos and or movies can be brought from home. All videos and movies must be approved by the Media Center/Administration.

**Internet Policy**

**Instructional Use:**

The purpose of the use of the Internet in Lamar County Schools is to support educational and research goals consistent with the educational objectives of the Lamar County School System. The Internet provides resources and unique opportunities for collaborative work. It helps students and staff members become real participants in the information age by allowing them to access and use information from distant computers, to communicate and share information with individuals or groups of other students and staff, and to expand their knowledge bases.

The Board of Education recognizes that as technologies shift the ways that information may be accessed, communicated, and transferred, those changes may also alter instruction and student learning. The Board generally supports access by students to rich information sources along with development by staff of appropriate skills to analyze and evaluate such resources. Electronic information research skills are fundamental to preparation of future citizens and employees.

**Inappropriate use of the Internet/computer network/system is defined as but not limited to the following:**

- posting personal communications without the author's consent
- posting anonymous messages
- giving out personal account number, home address, or picture except for educational purposes, subject to parent and teacher approval
- using the network for any illegal activity, including violation of copyright
- using the network for financial or commercial gain
- degrading or disrupting equipment or system performance, for example; copying large files or sending large multiple e-mail messages, and "spam" or "chain-letter" email
- gaining unauthorized access to resources or entities which includes "hacking" activities
- using the network to gain access to or to distribute pornographic or sexually-explicit materials
- invading the privacy of individuals
- vandalizing the data of another user
- copying of software illegally
- downloading large music or video files unrelated to specific educational goal
- using chat rooms or special servers or software which groups individuals on-line
- using direct electronic communications which includes all forms of instant messaging
- use of any email other than the specific Lamar County School's email authorized for staff/students
- writing or sending abusive messages, using vulgarities, swearing, or using inappropriate language
- students responding to unsolicited on-line contact
- students joining or subscribing to list-serves or news groups
- students purchasing goods and services via the Internet
- students downloading and installing software of any kind (restricted to staff only)
- students playing games on-line, downloading/installing games on school computers
- any use of the Internet that does not support educational and research goals consistent with the educational objectives of the Lamar County School System.

**Proper and Ethical Use:**

The Internet is to be used for educational purposes, not for personal communication or for entertainment. The content of information accessed should be closely related to the educational curriculum of the schools or the professional job assignments of employee users. Access is a privilege, not a right, and will be governed by the following procedures and regulations:

1. Contracts Among Teacher, Student and Parent, and Visitors - Each student who gains access to the Internet must have a signed Internet Contract Agreement on file. Lamar County School employees who use our computers will be required to sign an Internet Contract Agreement as a condition of usage of the computers.
2. Access to the Internet - Students may access the Internet only through classroom or media center computers and only if they have signed contracts on file at the schools. Contracts must be updated each year at the primary and elementary schools. They must be updated once upon entrance to the middle school and once upon entrance to the high school. Contracts must be maintained in students' cumulative files. Teachers are encouraged to use the school-based administrative computer systems to obtain quick access to a student or staff member's Internet Contract Agreement status.
3. Training for Staff Members and Students - Training will be provided for teachers and other staff members in the use of the Internet and the content of this policy by the system technology staff. Training for students in the use of the Internet and in the content of this policy will be conducted by the school-level media staff or by the supervising teacher. **Any misuse of the Internet will be subject to discipline.**

## Lamar County Middle/High School - Dress Code Requirements

A student shall not dress, groom, wear, use emblems, insignias, badges or other symbols where the effect thereof is to distract unreasonably the attention of other students or otherwise to cause disruption or interference with the operation of the school. The principal or other duly authorized school official shall determine whether any particular mode of dress, apparel, grooming or use of emblems, insignias, badges or other symbols results in such interference or disruption as to violate this rule, and shall give notice of such interference or disruption, and its cause, to all students by announcement or posting at the school.

LEGAL REF.: Karr v. Schmidt, 460 F. 2d 609(1972)

The highest priorities of a dress code should reflect these concepts.

- ♦ Modesty is a goal.
- ♦ School Spirit and unity is a goal.
- ♦ Safety of our students and personnel is enhanced.

***Students at LCMS/LCHS should dress neatly and safely and in keeping with the following guidelines:***

1. You should wear clothing in a manner that will not be disruptive to the school or classroom environment.
2. Clothing should be buttoned, zipped, and fastened, and should not sag or be worn backwards. Pants should be worn at the waist.
3. All belts and straps should be fastened and secured.
4. Students must wear shoes at all times when at school.
5. Shorts, skirts, and dresses must be no more than three inches above the knee. (An index card will be used as a guideline to determine if the clothing is within the dress code limits.
6. Leggings, jeggings, tights, and yoga tights are NOT to be worn as pants. They may be worn under skirts, dresses, tunics, that are not see through and are no more than three inches above the knee.
7. All PE dress is restricted to the PE area.
8. Students participating in field trips or other programs representing LCMS are expected to dress in the school dress code. Students who do not meet dress code on the day of a field trip or program will not be allowed to participate. (Specific attire might be suggested due to the nature of the field trip.)

**Any student wearing clothing NOT acceptable and in keeping with the above guidelines will be referred to the office and dress code procedures followed. Administrators will determine if the student meets the dress code guidelines. All of these guidelines are subject to the interpretation of the administration. The following items are NOT permissible:**

1. No holes, rips, or tears are allowed in clothing.
2. Clothing that exposes the torso or sheer clothing (see through) is NOT allowed.
3. No clothing or jewelry related to drug use, alcohol, gangs, pro wrestling, or suggestive language may be worn.
4. Tank tops, pajamas/lounge wear, bedroom slippers are NOT allowed.
5. Offensive arm bands, offensive painted or printed words, signs or symbols on clothes or hats are NOT allowed.
6. Hair curlers, combs, picks, headbands are NOT allowed.
7. No halter tops, spaghetti straps, low cut tops (all tops should be at least 3 inches in width across the shoulders)
8. Head coverings, sunglasses, hats, caps, dew rags, bandanas are NOT allowed. (unless it is specified in a dress down day)
9. No flip flops: These are defined as a backless shoe with a 3-point attachment or hitch.
10. No gym shorts, sweat pants, and overalls.
11. Sunglasses (shades) are not to be worn on the face, head or around the neck.

## LCMS TROJAN EXPECTATIONS

**Georgia Code Annotated** mandates that schools adopt a student Code of Conduct designed to improve the student learning environment by improving student behavior and minimizing student discipline issues. This Code of Conduct assists the faculty and administration in maintaining a satisfactory instructional setting as well as standardizing procedures for administering disciplinary actions. This code will apply to all LCMS students when they are under the supervision of LCMS employees. Students are subject to the Code of Conduct not only while at school during the school day but also when attending, traveling to, or participating

in any school related activity, whether sponsored by the school or supported by private school organizations such as booster clubs, sports organizations, etc.

This document is not intended to be all-inclusive. The school handbook, in conjunction with the 6-12 System Code of Conduct, will be used by school administrators after student(s) have unsuccessfully responded to teacher intervention. Effective instruction requires good order and discipline, which may be described as the absence of distractions, friction, and disturbances interfering with the effective functioning of the student, teacher, class, and school.

Students are required to be respectful to adults and other students. Incidents involving abusive language, shouting, or arguing with any student or adult will not be tolerated and may lead to a charge of disrespect. Student actions not listed which disrupt or interfere with the normal educational process, will be handled in a similar manner. Each teacher's classroom discipline plan outlines expected behavior and conduct. Rules, regulations, and due process are designed to protect all members of the educational community in the exercise of their rights and responsibilities.

Students are not to bring items to school or any school activity that resemble, or are constructed to resemble, items prohibited by law and by School Board policy. Students violating these rules may be charged as if they had possession of the actual item. Gross violations of the Code of Conduct or school rules as well as any action as unconscionable in nature as to shock the conscience can result in immediate suspension from school and a possible recommendation to the discipline tribunal.

**Authority of the Principal:** The principal is the designated leader of the school and, along with the staff, is responsible for the school's orderly operation. In cases of disruptive, disorderly, or dangerous conduct not covered in this Code, the principal may enact corrective measures which he or she believes to be in the best interest of the student(s) and the school involved. The authority of the principal extends the right to refuse to admit or to discipline any student who the principal believes is disruptive to the learning environment. The authority of the principal extends the right to refuse to admit or to discipline any student who has been arrested, charged, or convicted of a felony offense or of an offense which would be considered to be a felony if the student were an adult. This may also apply to students charged with an assault upon another student, a violation of the drug laws, or an act of sexual misconduct. Such students may be reasonably certain to pose a danger to students and staff or cause a substantial disruption to the educational climate. BOE Policy, Administrative Rule, Student Disciplinary Records and/or Principal Discretion shall be considered in all administrative decisions.

**Off Campus Behavior:** Non-School Sponsored off campus behavior that poses a potential danger to persons or property at school or that disrupts the educational process may result in punishment by school officials.

### **Off Limits Areas**

#### **Authorized Areas / Out of Boundary**

Students must stay in designated or authorized areas. Being "out of boundary" may result in disciplinary action. "Out of boundary" will be defined as going to areas on campus without written permission in the agenda. Students are not allowed in other grade level halls unless they have a specific class to attend within that hall.

### **Hallways, Gymnasium, Cafeteria**

Students are to maintain a low voice level as they move through the halls. Shouting, congregating, and "carrying on" will not be tolerated. Students are to keep to the right in a single file line when walking down the halls. Entrances and exits should be kept clear. No loitering is allowed. Students are to walk at all times. Running, shoving and other forms of rowdiness often cause accidents and are prohibited. Students will use sidewalks when entering and leaving buildings. During assemblies students are expected to be on their best behavior for our guests. Be quiet as you enter the assembly area. Show appreciation in the proper manner and at the proper time. Students who fail to follow these directions may face other disciplinary action.

### **Non-School Related Items**

These items will be confiscated and will only be returned to the parent/guardian. Further disciplinary action may be taken for repeated offenses. Items confiscated will be disposed of after thirty (30) days. Students are not to bring any item that resembles or is constructed to resemble any item that is prohibited at school. Some examples are watches that look like pagers and combs that look like knives. Students violating these rules will be charged as though they had possession of the actual item.

**Animals:** The only animal allowed at school is a special needs or Seeing Eye dog (with certified papers).

### **Body Piercing**

If ears have been pierced outside of school, earrings may be worn. No other part of the body can be visibly pierced. Students are not to pierce body parts at school.

### **Hall Pass Policy**

Students should not be out of any class without a pass in their agenda, at any time.

### **Illegal Possessions and Use**

Includes, but is not limited to: Drugs, Alcohol, Weapons, Dangerous Instruments, Explosive Devices, Ammunition, Beepers, Pagers, & Other Communication Devices. A student shall not possess, sell, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant, inhalant, prescription drug not currently prescribed, or look-alike of the above while at school or while attending a school function on the campus or away from the campus. Any look-alike drug use, transport, possession, or selling will be considered as a Level III offense.

**Verbal Abuse:** Article 27 of Chapter 2 of Title 20 of the Official Code of Georgia Annotated, relating to loitering at or disrupting schools, prohibits the upbraiding, insulting or abusing of any public school teacher, public school administrator, or public school bus driver in the presence and hearing of a pupil while on the premises of any public school or school bus. Students who violate this law are subject to arrest for disturbing a public school.

### **Bus Conduct**

A school bus is considered to be an extension of Lamar County Middle School and all discipline rules apply. In addition, all buses have standards of behavior that must be followed by students. For minor infractions, after the 1st warning, students may be suspended for 3, 5, 10 or 30 days off the bus. Parents will be notified in writing with a note sent home via the student. All buses are equipped with video equipment to monitor student behavior.

**Care of School and Personal Property:** Students are responsible for the proper care of all books, supplies, equipment, and furniture supplied by the school. Students who disfigure property, break windows, paint graffiti, litter areas, or otherwise misuse or damage the school, personal property or equipment—

including books—will be required to pay for damages as well as clean and/or replace the item. **Students should limit items brought to school to those items necessary for school activities only;** thus, they are also discouraged from bringing large sums of money or other valuables. **The school is not responsible for personal items that are lost, stolen, or damaged.** Thefts should be reported to the School Resource Officer and to the front office.

**Search and Seizure Policies:** To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search students, personal effects, lockers, or student automobiles under the circumstances outlined below and may seize any illegal, unauthorized, or contraband materials discovered in the search.

**Personal Searches:** A student's person and/or personal effects—purse, book bag, clothing, outer garments, etc.—may be searched whenever an administrator has reasonable suspicion to believe the student may be in possession of illegal or unauthorized materials. If a more in depth search of a person is conducted, it will be done privately by an administrator or school system resource officer of the same sex and will be witnessed by an adult of the same sex.

**Locker Searches:** Student lockers are school property. School authorities have the right to conduct inspections of lockers at any time without notice, without consent, and without a search warrant to assure that items contained are related to the school program. The student assigned to the locker is responsible for the locker's contents and securing personal possessions and maintaining school property.

**Seizure of Illegal Materials:** If a search yields illegal or contraband materials, such findings shall be turned over to the legal authorities for ultimate disposition.

**Use of search dogs:** Trained search dogs may be used to search vehicles, lockers, and equipment - not persons.

### **LCMS Student Recognition**

At Lamar County Middle School, we believe it is very important to celebrate the success of our students. In order to do so, we have implemented various recognition programs to be held throughout the year. It is our intent to recognize every deserving student. We encourage parents to attend award programs to share in the recognition of student accomplishments.

**Students of the Month-**All teams select one outstanding student or grade level teams select two outstanding students each month who exhibit good citizenship, compassion for others, dedication, and an overall good attitude. The students receive a t-shirt, their picture on the wall of fame, and on the school's website.

**LCMS Honors Day-** Students who have made outstanding achievements in academics, exhibited good citizenship and leadership, or have excelled in different aspects of school are honored at the LCMS Honor's Day Program in May.

### **Parent Conferences**

Parent conferences, either by phone, e-mail, or in person are one of the most effective methods of helping students be successful. If you have any questions or concerns regarding your child's progress, do not hesitate to call.

### **Detention**

Students will receive automatic detention each day they do not have an agenda. Administrators and teachers may assign detention at their discretion. Detention will be served on Tuesday, Wednesday and Thursday during the student's lunch period. Parents will be given one (1) day notice for detentions. Failure to serve detention may result in further disciplinary action. If students do not report to detention on the date they are assigned, students will receive two days of detention. After being assigned two days of detention, students who fail to report to detention will be placed in ISS for one day.

### **School Safety Zone**

It shall be unlawful for any person to carry or possess or have under such person's control any weapon or explosive compound while within a safety zone (all property in, on, within 1,000 feet of any real property owned by or leased to any public or private elementary school, secondary school, school board and used for elementary or secondary education) or at a school building, school function, or school property or on a bus or other transportation furnished by the school. Any person who violates this subsection shall be guilty of a felony and, upon conviction thereof, be punished by a fine of not more than \$10,000.00, by imprisonment for not less than two nor more than 10 years or both.

**Criminal Penalties for Sex and Other Crimes:** As dictated by state law, we are required to encourage parents to discuss with their son or daughter that certain crimes and offenses committed by their son or daughter, regardless of age, are subject to fines and imprisonment. These include but are not limited to criminal penalties for unlawful sexual activity, fighting, weapons possession, drugs, as well as assault and battery. Please contact your local law enforcement agency for additional information.

**Georgia's Sex Offender Law:** This law requires convicted sex offenders to remain a minimum of 1000 feet away from all 33

### **Grievance Procedures**

Students and or parents who wish to contest school policies and procedures should:

1. Conference with the *employee in question* to resolve the issue.
2. If the issue remains unresolved after the first meeting, a conference should be scheduled with an assistant principal of the school.
3. If the issue remains unresolved after the meeting with the assistant principal, a conference should be scheduled with the principal.
4. If the issue remains unresolved after the meeting with the principal, a conference should be scheduled with a system level administrator.

Extensive physical, social, emotional, and intellectual growth takes place during the middle school years. This growth affects attitudes and behavior, sometimes with unstable and negative occurrences. However, excellent opportunities exist during these middle years to mold personalities, values, and attitudes for adult life. Our rules are stated as a guide for expressing behavioral expectations. One expectation that carries over to high school, college, and the world of work is accepting responsibility.

The structure of the learning environment must match the developmental stages of our youth. Age-appropriate expectations are necessary. Middle school is the transition from elementary school to high school and our job is to assist with this transition. Therefore, our philosophy is two-fold.

1. We must communicate the expectations of rules and policies, while emphasizing student responsibility.
2. We must establish a learning environment, which nurtures these adolescents through this transitional phase.

Students who behave inappropriately will be subject to progressive disciplinary action.

## **GUIDELINES for DISCIPLINARY ACTION**

The following discipline procedures are outlined to ensure that all learners are aware of the actions, which violate school rules and the consequences of such actions. It should be pointed out that this list might not include all misbehaviors. If an act of misconduct occurs that is not listed below, the student will be subject to the discretionary authority of the administrators of the school.

Any misbehavior committed on campus, en route to and from campus or at school activities off campus will receive the same disciplinary action as outlined in Guidelines for Disciplinary Action. Disciplinary actions are designed in step-wise procedures but the administrators reserve the right to make adjustments according to the severity of the offense committed. Georgia Law (O.C.G.A. 20-2-1184) requires that school personnel report certain acts that may have been committed on school property or at any school function. These acts include, but may not be limited to: aggravated assault (16-5-21); aggravated battery (16-5-24); sexual offenses (Chpt. 6, Title 16); weapons (16-11-127); pistol/revolver (16-11-132); and, controlled substances (16-13-30). **Any** student who has been arrested, charged, or convicted in a court with a felony or an offense which would be considered to be a felony if the student were an adult, or is charged with an assault upon another student, a violation of the drug laws or sexual misconduct of a serious nature and whose presence at school is reasonably certain to endanger other students or staff or cause substantial disruption to the educational climate may be disciplined or excluded from school.

**Attention: We encourage parents and guardians to inform your children of the consequences, including potential criminal penalties, of underage sexual conduct and crimes for which a minor can be tried as an adult.**

### **Pagers, Cell Phones, I-Pods, Blackberries, & Other Communication Devices**

LCMS prohibits students from using electronic communication devices during the school day. See the 6-12 Lamar County Code of Conduct for disciplinary actions.

### **Lasers**

Lasers of any type are not to be in student's possession. Students who bring lasers or laser pointers to school will be subject to disciplinary action.

### **Dangerous Projectiles, Defined**

Any item that is made of a hard substance such as metal, wood, plastic, etc. or a substance that is made of rubber or any homemade instrument is not allowed and should not be thrown.

### **Possession and/or Use of Tobacco Products and/or Use of Flammable Objects (JCDA)**

Lamar County Schools and Lamar County Middle School are tobacco free. Student use or possession of tobacco products is prohibited. Cigarette lighters or other flammable objects are prohibited.

### **Profanity - Obscenity - Pornography**

The use of profanity or obscene language constitutes a serious offense and is in direct violation of school policy. A student who engages in such acts is subject to disciplinary action. Pornography in any form is unacceptable. Students in possession of pornography or pornographic materials are subject to disciplinary action.

### **Electronic Devices**

No cell phones/electronic devices/earbuds/headphones, etc. are permitted to be used by students during the school day.

- **Any student who records any event or person on campus of Lamar County Middle School without permission from an administrator may be subjected to disciplinary action.**

- Any students who posts and unauthorized video or recording on a website may be subject to disciplinary action.
- School officials are not responsible for loss or theft of personal electronic items.

The Electronic Device Policy excludes any school-owned instruments used for classroom work authorized by the teacher and principal.

### **Sexual Harassment**

Sexual harassment includes but is not limited to the following actions:

1. Verbal comments, jokes, remarks, or teasing about someone's body, clothing or sexual activity.
2. Non-verbal insulting sounds, obscene gestures, leering or ogling at someone's body.
3. Physical touching, pinching, constant brushing up against someone's body or actual unwanted sexual activity.

When these are unwelcome or unwanted actions and they make the person feel uncomfortable, it is sexual harassment. Sometimes the situations listed above do not make a person feel uncomfortable. If this is the case, the actions do not constitute sexual harassment. A student should report any problems such as these to a teacher, counselor, or administrator immediately.

### **Loitering at/or Disrupting Schools**

Persons other than students who insult or abuse school teachers in the presence of pupils, may be ordered to leave school premises. Any parent, guardian, or person other than a student at LCMS, who has been advised that minor children are present and who continues to insult or abuse any public school teacher, public school administrator, or public school bus driver in the presence and hearing of a pupil while on the premises of any public school or public school bus may be ordered by any of the above designated school personnel or SRO to leave the school premises or school bus. Such person shall be guilty of a misdemeanor and upon conviction thereof, shall be punished by a fine not to exceed \$500.00. (O.C.G.A. 1981, 20-2-1182)

### **Gang-Like Behavior**

Gang-related incidents in the school create an atmosphere of intimidation and harm. The mere presence of such conditions is disruptive and potentially dangerous. It is, therefore, school policy that gangs and gang-related behavior or incidents are prohibited in the school. Definitions and descriptions of what is prohibited include, but are not limited to, the following:

**Gangs-**Any assembly of three or more individuals who gather together on a continuing basis, whose purpose the school reasonably believes is to commit antisocial behavior or to violate school or BOE policy.

**Gang-Related Behavior or Incidents-**Any behavior or event, including but not limited to the following items, that has the effect of disrupting school activities or that fosters, enhances, or encourages gang activity in the school:

- Possession, wearing, use, distribution, or display of any sign, symbol, badge, color, or other item that is evidence of affiliation with, or membership in, a gang; for example, wearing pants below the waistline (sagging, dragging, or busting slack) or wearing caps, bandanas, handkerchiefs, or any other item associated with gang-related behavior
- Participation in any acts, either verbal or nonverbal-including gestures, expressions, handshakes, and so forth-that may indicate an affiliation with or membership in a gang.
- Participation in any act that may further the interest in gang affiliation or gang membership.
- Participation in any act that may be evidence of intimidation, threats, "pay for protection," or any other behavior of potential violence.
- Participation in the writing, painting, or inscribing of gang-related graffiti-including messages, symbols, or signs-on school property.
- Assembling or congregating as gang or members of a gang for any purpose.

- Parents will be notified whenever students are observed "throwing" gang signs or wearing clothes depicting gang affiliation.
- Fights involving three or more students will be considered gang-like behavior. In addition to any school discipline, law enforcement officials may be called and the students involved may face additional charges.

### **Fighting**

#### **Physical and Verbal Attacks**

Physical attacks or verbal attacks against faculty or staff members or fellow students are unacceptable. Such behavior will result in disciplinary action. Fighting is defined as the intentional touching or striking of another person against his or her will or intentionally causing bodily harm to the victim. Students charged with fighting may be referred to appropriate juvenile authorities. Aggressive behavior is unacceptable.

### **WEAPONS, DANGEROUS INSTRUMENTS, and DRUGS**

A student shall not possess, handle, or transmit a knife of any length, razor, razor blade, ice pick, box opener, machete, pistol, rifle, shotgun, pellet gun, explosive, any type of ammunition, any bat, club, or bludgeon-type weapon or any other object that reasonably can be considered a weapon or instrument that can pose a danger to the health and safety of students, teachers, or any other person. Also keep in mind that pocketknives of any kind are unacceptable. Any of these infractions will result in severe disciplinary action according to the handbook and the law. Possession of drugs on school campus or within 1000 feet is considered a designated felony. Students violating this policy will be handled as a Level IV Offense **unless** Georgia State Law, O.C.G.A. 16-11-127.1 applies. In the event OCGA 16-11-127.1 applies, the student will receive the punishment for Level IV and be charged with a violation of Georgia State Law, OCGA 16-11-127.1 and any other State Laws that may apply to the incident.

### **OCGA 16-11-127.1 states that:**

It is unlawful for any person to carry, possess or have under control any weapon at a school building, school function or on school property or on a bus or other transportation furnished by the school.

The term "weapon" (as defined for OCGA 16-11-127.1) means and includes any pistol, revolver, or any weapon designed or intended to propel a missile of any kind, or any Dirk, Bowie knife, switchblade knife, ballistic knife, any other knife having a blade of three (3) or more inches, straight-edge razor, razor blade, spring stick, metal knucks, blackjack, or any flailing instrument consisting of two or more rigid parts connected in such a way 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, any bat, club, or other bludgeon-type weapon.

**PUNISHMENT:** A fine of not more than \$10,000; Imprisonment for not less than two (2) or more than five (5) years. (O.C.G.A. 16-11-127.1)

### **BOARD POLICY Descriptor Code: JCDA6**

#### **Bullying**

The Lamar County School District believes that all students have a right to a safe and healthy school environment. All schools within the district have an obligation to promote mutual respect, tolerance, and acceptance among students, staff, and volunteers. Behavior that infringes on the safety of any student will not be tolerated. A student shall not bully, harass, or intimidate another student through words or actions. Such behavior includes but is not limited to: direct physical contact such as hitting

**or shoving; verbal assaults such as teasing or name-calling; the use of electronic methods to harass, threaten or humiliate, and social isolation and/or manipulation. The school district policy prohibiting bullying is included in the student code of conduct and includes but is not limited to the following:**

- Any student who engages in bullying shall be subject to disciplinary action up to and including expulsion.
- Students are expected to immediately report incidents of bullying to the principal or designee.
- Students can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner.
- If the complainant student or the parent of the student feels that appropriate resolution of the investigation or complaint has not been reached after consulting the school principal, the student or the parent of the student should contact the local superintendent or his or her designee.
- The school system prohibits retaliatory behavior against any complainant or any participant in the complaint process.

All students and/or staff shall immediately report incidents of bullying, harassment and intimidation to the school principal or designee. School staff members are expected to immediately intervene when they see a bullying incident occur. Each complaint of bullying shall be promptly investigated. This policy applies to students on school grounds, while traveling on a school bus to and from school or a school-sponsored activity and during a school-sponsored activity. Bullying, harassment or intimidation will not be tolerated. Disciplinary action will be taken after each incident of bullying and upon a finding of guilt. Disciplinary action after the first incident of bullying may include but is not limited to the following:

- Loss of a privilege
- Reassignment of seats in the classroom, cafeteria or school bus
- Reassignment of classes
- In-school suspension
- Out-of-school suspension
- Detention
- Expulsion (through appropriate due process hearing)
- Assignment to an alternative school (through appropriate due process hearing)

If necessary, counseling and other interventions should also be provided to address the social-emotional, behavioral, and academic needs of students who are victims of bullying and students who commit an offense of bullying. Students, parents/guardians and other stakeholders may report incidents of bullying to an administrator, teacher, counselor or other staff member by using the school district's complaint procedures or by calling the Georgia Department of Education's 1-877 SAY-STOP (1-877-729-7867) School Safety Hotline. Please note: Any form of electronic bullying (cyberbullying) using school equipment, school networks, e-mail systems or committed at school is strictly prohibited. The procedures for intervening in bullying behavior include, but are not limited, to the following:

- All staff, students and their parents will receive a summary of this policy prohibiting bullying at the beginning of the school year as part of the student code of conduct.
- The school shall keep a report of bullying and the results of an investigation confidential.
- Staff are expected to immediately intervene when they see a bullying incident occur or upon receipt of any report of bullying.
- People witnessing or experiencing bullying are encouraged to report the incident to the school principal or school designee.

The following actions will be taken when bullying is reported:

### **1. Investigate**

Upon receipt of any report of bullying, schools will direct an immediate investigation involving appropriate personnel. The investigation should begin no later than the following school day. The investigation shall

include interviewing the alleged perpetrator(s) and victim(s), identified witnesses, teacher(s) and staff members and reviewing video surveillance if available. School police, school counselors, school social workers and/or other support staff should be utilized for their expertise as determined by the circumstances of the matter.

## **2. Notify**

At an appropriate time during or after the investigation, parents/guardians of the accused and the victim must be notified. If the incident involves an injury or similar situation, appropriate medical attention should be provided and the parent/guardian should be notified immediately.

## **3. Discipline**

Upon confirming that bullying has occurred, the accused student should be charged with bullying and given an age-appropriate consequence which shall include, at minimum and without limitation, disciplinary action or counseling as appropriate under the circumstances. **Students in grades six through twelve found to have committed the offense of bullying for the third time in a school year shall be assigned to an alternative school through appropriate due process by disciplinary hearing officers, panels, or tribunals.** Schools should clearly communicate to all parties that retaliation following a report of bullying is strictly prohibited and may result in strong disciplinary action.

## **4. Follow Up**

Follow up is important to the accused and the victim. Implement a planned method to provide aftercare and follow up. Reiterate to all the previously stated prohibition on retaliation.

## **LCMS Progressive Discipline Plan**

It is the LCMS expectation that most offenses will be addressed at the classroom level. However, if a student's behavior is particularly serious or severe; the student will receive a disciplinary referral to the administration. When it is necessary to impose discipline, school administrators and teachers will follow a progressive discipline process. The degree of discipline to be imposed by each school official will be in proportion to the severity of the behavior of a particular student and will take into account the student's disciplinary history, the age of the student, and other relevant factors. The following offenses are not completely inclusive. **The administration reserves the right to administer appropriate consequences for offenses, which are contrary to an orderly and safe environment.** There is a range of consequences that faculty/staff may impose upon students who violate the code of conduct listed above. It is the teacher/administrators' discretion to determine which consequence is assigned to the student.

**Consequences will be based upon severity and frequency of the violations.**

**The consequences may include the following:**

- *Verbal warnings*
- *Student-teacher conferences*
- *Separation (time-out) to another part of the classroom or another teacher's classroom,*
- *Parental contact (phone call, memo, agenda, e-mail, etc.)*
- *Detention*
- *Grade Level Team conference*
- *Referral to the counselor*
- *Loss of privileges*
- *Administrative conference/warning*
- *Individual Behavior Plan/Contract*
- *Discipline referral to the administration*
- *In-School Suspension (ISS)*
- *Out-of-School Suspension (OSS)*
- *Referral to juvenile authorities*
- *School service projects*
- *Restitution*
- *Referral to the disciplinary tribunal*
- *Alternative School (Trojan Learning Center)*
- *Expulsion*

## **TEAM DISCIPLINE POLICY**

Grade level discipline is based on the use of five hierarchical steps by the team of teachers in determining pre-established consequences for inappropriate behavior as part of an overall behavior modification system. *Each class has the following conduct standards: BE Prepared, Be Respectful, Be Involved, Be Dependable, and show Excellence every day in every way.*

**Grade level infractions may include but not be limited to the following: not having materials, throwing objects, being tardy, uncooperative, disrespectful, refusal to comply with adult directions, etc.**

### **Strike System: Agendas must be signed daily by parent/guardian.**

Teachers will record minor offenses at the bottom of the student's agenda each day. These minor offenses will be known as strikes. Students may receive up to 3 strikes before receiving detention. When a 3<sup>rd</sup> strike is recorded, the student will be assigned detention for the following detention session. If a student has a 4<sup>th</sup> offense in the same day, that offense results in an additional day of detention. Detention will be served on Tuesday, Wednesday, and Thursday during the student's lunch period. When a student is assigned detention, the teacher will provide the student with a detention slip (on bright yellow paper) documenting the day and time the detention is assigned and why the detention was given. If a student has a 5<sup>th</sup> offense in the same day, the student will be referred to the office.

### **In-School Suspension**

#### **Interim Alternative Educational Placement (ISS)**

This suspension occurs during the school day at the school facility where the student is separated from the rest of the class. Students must complete class assignments during the assigned in-school time. Work not completed in ISS will receive a grade of zero (0) and may not be made up. Administrators may assign ISS for specific class periods as well as all day for up to ten days. Students, who are assigned ISS and are not in their designated area or are on campus during non-school hours, may be charged with O.C.G.A. 20-2-1180. Tardiness to ISS will not be allowed without a doctor/court excuse. Students must serve all days assigned to ISS. Students who are absent will complete their ISS assignment upon return to school. Unacceptable behavior in ISS will result in suspension home. Parent conferences may be required for re-admittance to school for any behavior problem. Students who have been assigned ISS for any length of time are eligible to participate in all after school activities.

### **Suspension**

Continuous or severe misbehavior will result in the student being suspended off-campus. Students suspended will not attend any school functions or be on any school system property during their suspension. Students may not represent the school in any extracurricular activity. Days missed from school during suspension are counted as unexcused. Students are responsible for completing any assigned work during the suspension term.

### **Trojan Learning Center - Alternative Education Program**

Students will be recommended for the Trojan Learning Center when it is clear to the administration that the student is not willing to cooperate within the regular school environment. The Trojan Learning Center is, basically, a long-term in-school suspension. Lack of cooperation in the Trojan Learning Center could result in suspension or recommendation for expulsion. Students in the Trojan Learning Center will not attend any school function and will not practice or represent the school in any extracurricular activity. Students, who are assigned to the Trojan Learning Center and are not in their designated area or are on campus during non-school hours, will be charged with trespassing (O.C.G.A. 20-2-1180).

### **Expulsion**

Expulsion is the removal of a student by the Board of Education for an extended period of time or permanently. The student may not attend any school functions while expelled. Students who are expelled are not allowed on any school property during the period of expulsion and may be charged with trespassing (O.C.G.A. 20-2-1180).

### **CONDUCT OUTSIDE OF SCHOOL**

Any behavior which could result in being criminally charged with a felony and which makes the student's continued presence at school a potential danger to persons or property or which disrupts the educational process will be reviewed for school disciplinary action, which may include: ISS, OSS, Long-term Suspension/Expulsion. Notification from law enforcement, the Department of Juvenile Justice or the court system that a Lamar County student has been taken into custody or charged with a felony or a delinquent act that would be a felony if committed by an adult, will prompt the school principal to collect pertinent information and to make a determination whether the student's continued presence at school presents a potential danger to persons or property at the school or may substantially disrupt the educational process. If such a determination is made, the principal may recommend a suspension or expulsion of longer than ten (10) days. A tribunal of school officials will hold a disciplinary hearing to consider and make final decisions on such recommendations.

If a student is adjudicated, or found guilty of a felony offense, the principal will make an immediate recommendation of expulsion or assignment to an off-site program. A tribunal of school officials will hold a disciplinary hearing to consider and make final decisions on such recommendations.

**\*\*\*Lamar County students court ordered to wear a tracking device (ankle monitor) will be placed in the alternative school until the device is removed. Any student transferring to Lamar County Schools from a juvenile YDC or other disciplinary state facility will be reviewed for possible placement in alternative school for a length of time to be determined by the principal before transitioning into the school.**