



# Northwest Laurens Elementary School

## STUDENT HANDBOOK

2009 - 2010

**Northwest Laurens Elementary School**

**3330 Highway 80 West**

**Dudley, Georgia 31022**

**478-676-3475**

**478-676-2246 (Fax)**

**[www.nwle.com](http://www.nwle.com)**

**John M. Warren, Principal**

**William D. Howell, Assistant Principal**

**Deborah S. Moss, Counselor**

**Robyn Meeks, Counselor**

***This agenda belongs to:***

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_


CITY/TOWN \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE \_\_\_\_\_

STUDENT NO. \_\_\_\_\_



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## **PRINCIPAL'S MESSAGE**

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

John M. Warren

Principal

## **MISSION STATEMENT**

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

## **PHILOSOPHY OF EDUCATION**

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

## **PHILOSOPHY OF CLASSROOM BEHAVIOR**

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

## **GENERAL SCHOOL INFORMATION**

### **TELEPHONE DIRECTORY**

Main Office .....(478) 676-3475

School Fax..... (478) 676-2246

### **SCHEDULE FOR SCHOOL HOURS**

Buses arrive.....7:40 a.m.

Homeroom begins.....8:00 a.m.

Tardy Bell rings.....8:10 a.m.

Quiet Reflection occurs.....8:11- 8:12 a.m.

First Period begins.....8:30 a.m.

Car Riders load..... 2:30 p.m.

Bus Riders load.....2:40 p.m.

Personnel depart.....3:45 p.m.

## **STUDENT DRESS CODE**

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

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

- Hats and caps are not permitted to be worn in the building.

Clothing should not be advertising alcohol, tobacco, satanic cults, promote violence or display vulgar language. Jeans should not be spot-bleached, tie-dyed, patched, unhemmed or have holes in them. The student dress code will apply for all school activities such as field trips or PTO.

### **PERFECT ATTENDANCE**

Students attending school for 180 days will be awarded a certificate for perfect attendance. Students who sign out of school before 2:30 more than five (5) days will not be eligible for a perfect attendance certificate.

### **LEAVING SCHOOL SIGN-OUT**

#### **PROCEDURES**

Students may leave school under the following conditions:

1. A telephone call from a parent to confirm early dismissal.
2. A note from home approved by an administrator.
3. Parent, guardian or designee must come into the office to sign a student out.
4. Students will be called from class over the intercom rather than parents going to the classroom. Please follow this procedure to help us with your child's safety.
5. Do not come to the office to sign students out after 2: 15 P.M. Students that are picked up after 2:15 should be picked in either the front car rider area or the back car rider area.

### **LAURENS COUNTY BOARD OF EDUCATION**

#### **Elementary School Attendance / Tardy Guidelines**

Upon returning to school the student will have three (3) days to present the necessary documentation to have the days absent to count as excused. Failure to present this documentation within three (3) days will result in an UNEXCUSED absence. Phone calls will NOT be accepted as excused absences.

Excused absences include:

1. Personal illness
2. A serious illness or death / funeral in the student's immediate family. (Immediate family is defined as parents / guardians, grandparents, siblings, and other persons living within the child's residence.)
3. A court order or an order by a governmental agency.
4. Celebration of state recognized religious holidays.
5. Conditions rendering attendance impossible or hazardous to student health of safety.

In order for an excuse to be accepted, the following information must be included:

1. Current date
2. Date (s) of absence
3. Student name
4. Reason for absence
5. Parent or guardian's signature.

**After ten (10) TOTAL days absent (excused or unexcused),** a doctor, court, or agency excuse will be required to excuse the absence.

**After five (5) UNEXCUSED absences,** a letter will be mailed to the parent explaining the Laurens County Policy on absences and consequences of further unexcused absences.

**After ten (10) UNEXCUSED absences,** an attendance team meeting will be held with the parent or guardian at the school to address any issues preventing the normal attendance of the student.

**Any further UNEXCUSED absences** will result in a referral to juvenile court and / or state court and / or to the Department of Family and Children Services (DFCS) for concerns of educational neglect.

Students who encounter long-term illness may be eligible for the Hospital Homebound Program and should make application for this program when they anticipate being absent for 10 or more days due to personal illness. Students with excessive absences will be referred to the Laurens County School Board Office.

## Elementary School Attendance / Tardy Guidelines Continues

### Tardy / Early Dismissal Guidelines

After five (5) UNEXCUSED tardies / early dismissals, the student will receive one (1) UNEXCUSED absence. Refer to Attendance Guidelines for consequences for unexcused absences.

1. An unexcused absence will be given to the student for **each increment of five** unexcused tardies or early dismissals.
2. The conditions for excusing a tardy or early dismissal will be the same as an absence.
3. In the event of a healthcare or agency appointment (vision, dental, counseling, etc.), the tardy or early dismissal will be counted as excused with written documentation of the appointment from the physician or agency.

Attendance has a vital bearing on the educational process. It should not be encouraged to the point of keeping children in school who are sick, but should be insisted upon to the point of maintaining interest and facilitating progress.

## ACADEMIC, REPORT CARDS, & HONOR ROLL

### Academics

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

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

### Report Cards

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

PE, art, music, computer and conduct will receive a grade of S (satisfactory), N (needs improvement) or U (unsatisfactory is below 70).

### Honor Roll

Students in the 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> grades with a 90 or above overall average in Reading, Language Arts (language arts: writing, spelling, and English), Mathematics, Science, and Social Studies will be recognized as honor roll students. These students will be given an HONOR ROLL sticker after the first nine weeks to place on the family vehicle. A second sticker may be purchased for \$ 1.00 each to place on additional vehicles.

### FOOD SERVICE

Laurens County Schools provide breakfast and lunch at no cost for students in grades PK-5. We encourage all students to participate in our school food service program. If a parent chooses for their child to not participate in the school food services program, they may sign an opt-out from available in the office. If a student chooses to eat two meals, the second breakfast will cost \$ 1.50 and the second lunch will cost \$ 2.00. Extra items such as ice cream, cookies, pizza, and drinks may be purchased on a cash basis. If a student chooses to bring food or beverages from home to consume in the cafeteria, it must be transported in a lunch box or bag. Beverages in glass containers are not permitted. Car riders who are eating breakfast at school must in the cafeteria by 8:00 a.m.

### MEDICATION

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

## **COUNSELING**

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

## **MEDIA CENTER**

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

## **TELEPHONE**

The telephone is for business use only. No social calls are to be made or received on the school telephone. Students will not be called to the office for a phone call. The office will take messages which are important and deliver them by intercom at 2:20 p.m. Students are allowed to call home only if they are sick. Unless an emergency arises, students should be given instructions for after school departure before leaving home each morning rather than parents calling the school with messages during the day.

## **VISITORS**

Visitors and parents are welcome on campus, but should sign in at the office and receive a visitor's sticker before going to the classroom.

## **MISCELLANEOUS**

Students are not to bring toys, tapes, CDs, pagers, cell phones, or any electronic devices to school.

## **CERTIFICATION**

In compliance with the requirement of the No Child Left Behind statute, the Laurens County Board of Education informs parents of their right to request information about the professional qualifications of their child's teacher (s) and paraprofessional (s). The following information may be requested: (1) teacher certifications, (2) college major / certification or degree (s), and / or (3) paraprofessional qualifications. If a parent wishes to request information concerning their child's teacher (s) and / or the paraprofessional (s) that provide educational services, the parent must provide a written request to the school principal.

## **CAR RIDER PROCEDURES**

### **Front Car Riders**

**A.M.** Students may be dropped off in the front car rider line from 7:40 – 8:05. Students should not be dropped off in the parking lot.

**P.M.** Students will move from their rooms to the cafeteria at 2:30 in preparation for front pick up. A teacher or paraprofessional will escort Pre-K and Kindergarten students to the cafeteria. Siblings and carpools will be placed together in the cafeteria. The time for front car rider pick up is 2:40 – 3:00.

### **Back Car Riders**

**A.M.** Students may be dropped off in the back car rider line from 7:45 – 8:05. Do not enter the back gate before 7:45. Buses must be allowed to enter the lot without vehicles obstructing their path.

**P.M.** Students will be taken to the back car rider area by their teachers as bus riders are dismissed between 2:30 and 2:35. Students may be picked up in the back car rider allowed to enter the lot without vehicles obstructing their path.

The car rider procedures are designed to provide a safe and orderly environment for students to be transported to and from Northwest Laurens Elementary School. We thank you in advance for your adherence to these procedures.

# **Laurens County Schools**

## **Bus Discipline Code**

### **Grades Pre-K to 5<sup>th</sup>**

Amended on October 25, 2002

A copy of the school bus code of ethics will be amended to the student handbook.

The behavior of students while riding Laurens County School buses is one of the most important factors concerning transportation safety. A school bus driver's attention should always be on the conditions of the road. Students too often distract the driver, sometimes to the point that drivers must focus all their attention to discipline problems instead of driving. Students can follow a few rules to make riding buses safe and enjoyable. Violation of these rules may subject the offender to disciplinary action, for example, revocation of riding privileges for a period of time.

- 1. Observe the same conduct as in the classroom.**
- 2. Be courteous. Use no profane language.**
- 3. Do not eat or drink on the bus.**
- 4. Keep the bus clean.**
- 5. Cooperate with the driver. The driver is authorized to assign seats.**
- 6. Do not infringe on the rights of others**
- 7. Stay in your seat or seat belt.**
- 8. Keep head, hands, and feet inside the bus.**
- 9. Do not throw objects in or out of bus.**  
(Discretion may be used as to the severity.)
- 10. Students should remain quiet at all railroad crossings.**
- 11. Flowers and balloons should not be brought on the school bus.**

Any violation of these rules will bring into force the following procedures:

- 1<sup>st</sup> offense** Student counseled and warned about behavior (written warning.)
- 2<sup>nd</sup> offense** Parents are notified concerning bus behavior (written letter.)
- 3<sup>rd</sup> offense** Student suspended from the bus for two days.
- 4<sup>th</sup> offense** Student suspended from the bus for three days
- 5<sup>th</sup> offense** Student suspended from the bus for five days.
- 6<sup>th</sup> offense** Student suspended from the bus for seven days.
- 7<sup>th</sup> offense** Student suspended from the bus for ten days.
- 8<sup>th</sup> offense** Student suspended from the bus until a tribunal hearing is held.

Corporal punishment / ISS may be used for the 3<sup>rd</sup>, 4<sup>th</sup>, or 5<sup>th</sup> offense to the discretion of the administrator or the parent.

#### **Exception to the above are as follows: Provisions of Senate House Bill 291.**

1. Code section 20-2-751.6 Fighting on the bus.
2. Verbal assault or being disrespectful to bus driver or school personnel.
3. Possession of tobacco products, lighters, or matches.
4. Vulgar language.
5. Undue sexual familiarity.
6. Harassment of other students or bus driver.
7. Verbal assault or harassment of other students or bus driver.
8. Disrespectful conduct toward students.

- 1<sup>st</sup> offense** Suspended from the bus for three days.
- 2<sup>nd</sup> offense** Suspended from the bus for five days.
- 3<sup>rd</sup> offense** Suspended from the bus until a tribunal hearing is held.

**Physical assault or battery to the bus driver or other school personnel will be suspension from the bus and school in addition to tribunal hearing.**

Bullying is defined in Senate Bill 291 code section 20-2-751.4 which states any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so or any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm.

- 1<sup>st</sup> offense** Suspended five days from the bus.
- 2<sup>nd</sup> offense** Suspended from the bus ten days.
- 3<sup>rd</sup> offense** Suspended from the bus until tribunal hearing.

### **Other Improper School Bus Behaviors**

Students shall be prohibited from using any of the following electronic devices during the operation of the school bus:

**Cell Phones, Pagers, Portable Radios, Tape or CDs players without headphones, Any other electronic devices that may interfere with the operation of a school bus.**

Students should be prohibited from using mirrors, lasers, flash cameras, or any other lights or reflective devices in a manner that might interfere with the school bus driver's operation of the school bus.

- 1<sup>st</sup> offense** Students warned and parent conference
- 2<sup>nd</sup> offense** Students suspended from the school bus for one day
- 3<sup>rd</sup> offense** Students suspended from the school bus for three days.

Administrative discretion may be used in these offenses.

**Vandalism** of a school bus (burning, cutting, punching holes in seats, etc.) will result in suspension from the bus until the damage is paid.

**Possession of any weapon** or objects used a weapon, other than a firearm, will result in suspension from the bus until a parent conference or tribunal hearing is held.

**Possession of any firearm, drugs, or alcohol** will result in suspension from the bus and school until a tribunal hearing is held.

When a student is suspended from riding the bus, written and / or verbal contact must be made with the parent.

A meeting will be held between appropriate school officials and the parent or guardian of any student found to have engaged in bullying, physical assault or battery on a school bus for the purpose of forming a school bus behavior contract for the student. The contract must provide for progressive age appropriate discipline, penalties, and restrictions for student misconduct on the school bus. The provisions are not to be constructed to limit the instances when a school code of conduct or local board of education may require use of a student bus behavior contract.

## **STUDENT CODE OF CONDUCT PRE– K to 5<sup>th</sup> GRADE**

In reference to the Georgia Senate Bill 291, provisions have been included governing students' school conduct and penalties. Discipline and classroom control requires the joint effort of the school and the parents. For details and a complete version of Bill 291, see [www.nwle.com](http://www.nwle.com) or obtain a copy at Northwest Laurens Elementary School.

Code Section 20-2-751.5 refers to student codes of conduct and safety rules on school buses.

Each student code of conduct shall contain provision that address the following conduct of students during school hours, at related school functions, on the school bus, toward teachers, administrators, bus drivers, students, and other school personnel.

1. Verbal or non-verbal threats of violence.
2. Inciting others to engage in acts of violence.
3. Physical assaults with intent to hurt another person.
4. Defying and disrespecting authority, directives, and school rules.
5. Using abusive language or gestures.
6. Criticizing other's race, disability, gender, or physical stature.

7. Having continuous disruptive classroom behavior.

The following consequences may be initiated for offenses if a student is allegedly engaged in violation of student conduct.

1. Warning / counseling with a school administrator or counselor.
2. Loss of privileges or removal from class or activity.
3. Parent notification.
4. Behavioral contracts.
5. Bus assigned seating and / or both bus contracts.
6. Suspension from riding the bus.
7. Corporal punishment.
8. In-school suspension (ISS) or out-of-school suspension (OSS).
9. Tribunal

## Major School Offenses

**Code Section 20-2-271.4 Policies prohibiting bullying: In accordance with Georgia Law, bullying is defined as:**

1. Any willful attempt or threat to inflict injury on another person.
2. Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm.

**Code Section 16-11-127.1: Carrying weapons within school safety zones, at school functions, or on school property.**

**Violation of rules will result in parent notification, suspension, and tribunal hearing.**

1. Any willful attempt or threat to inflict injury on another person.
2. Use or possession of dangerous devices with the intent to hurt self or others.
3. Fighting and failure to stop fighting, thereby, endangering others.
4. Changing grades.

5. Inappropriate sexual touching with underlying intent.
6. Stealing or attempting to steal teachers, students, and other school personnel.

## SCHOOL HEALTH CLINIC

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

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

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

Parents are responsible for supplying medications, keeping medication and contact information current, and supplying any device needed to administer the medications. Students are responsible for coming to the clinic at the correct time to take medications. The school cannot be held responsible for missed doses, although we will try our best to make sure this doesn't happen.

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

The following will require a **Medication Authorization Form** filled out and signed by a physician: These forms are available at the school and on [www.nwle.com](http://www.nwle.com).

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

**A student should stay home with these symptoms:**

1. A fever of 100.4 degrees or more, and should remain at home for 24 hours after the temperature returns to normal.
2. Vomiting or diarrhea, and should remain at home for 24 hours after it has stopped.
3. Persistent cough.
4. Widespread rash.
5. Open or draining skin sores.
6. Inflamed or draining eyes or ears.

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

**Laurens County Board of Education  
Cell Phone / Wireless Communication  
Policy**

Students are not permitted to use cell phones / wireless communication on school grounds during school hours or on the regular bus routes. If a cell phone / wireless communication is visible, rings, sounds off or is used during prohibited times, then the following punishments will be administered:

**1<sup>st</sup> Offense** Cell phone / wireless communication taken up and parent or guardian may pick up after conference with administrator.

**2<sup>nd</sup> Offense** Parent may pick up cell phone / wireless communication after paying \$ 15.00 fine.

**3<sup>rd</sup> Offense** Parent may pick up cell phone / wireless communication after paying \$ 25.00 fine.

**4<sup>th</sup> Offense** Parent may pick up cell phone / wireless communication after paying \$ 30.00 fine and student will serve three (3) days in ISS.

**5<sup>th</sup> Offense** Parent may pick up cell phone / wireless communication after paying \$ 35.00 fine and student will serve three (3) days in OSS.

**6<sup>th</sup> Offense** Student will be referred to Tribunal Hearing.

These offenses and punishments are cumulative during an entire school year.

Crossroads Alternative School and the Performance Learning Center may have a separate policy.

Cell Phone policy adopted May 11, 2006

**Internet Terms and Conditions for Use of Internet Policy**

Please read the following carefully. This is a legally binding document. Internet access is available to students and teachers in the Laurens County Schools. Our belief is that the Internet offers vast, diverse, and unique resources to both students and teachers. Our goal is to provide this service to teachers and students and to promote educational excellence at Northwest Laurens Elementary (NWLE) by facilitating resource sharing, innovation and communication.

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Students and teachers have access to:

1. Electronic mail communication with people all over the world. (Teachers Only)
2. Information and news.
3. Public domain and shareware of all types.
4. Access to any informational catalogs.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. The Technology Coordinators have taken available precautions to restrict access to inappropriate materials. However, on a global network it is impossible to control all material and an industrious user may discover inappropriate information.

Internet access is coordinated through a complex association of government agencies, and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general this requires efficient, ethical and legal utilization of the network resources. If an NWLE user violates any of these provisions, their access will be terminated and future access could possibly be denied. The Signature (s) at the end of this manual is (are) legally binding and indicates the party (parties) who signed has (have) read the terms and conditions carefully and understand (s) their significance.

**PARENT OR GUARDIAN:** As parents or guardian of this student, I have read the Terms and Conditions for Internet access. I understand that this access is designed for educational purpose and that NWLE and the Laurens County Board of Education have taken available precaution to eliminate controversial material. However, I also recognize it is impossible for the NWLE and the Laurens County Board of Education to restrict access to all controversial materials and I will not hold the NWLE or the Laurens County Board of Education responsible for materials acquired on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give my permission to grant access for my child and certify that the information contained on this form is correct.

### **Gifted and Talented Services**

Northwest Laurens Elementary School offers a gifted and talented program for students who demonstrate a high degree of intellectual and / or creative abilities. A student may be referred for

consideration for these services by teachers, counselors, administrators, parents or guardians, peers, self or other individuals with knowledge of the student's abilities. The student will be assessed and must meet the state requirement to be eligible for the REACH program.

### **Title I**

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



# Northwest Laurens Elementary School Parent/Community Involvement Plan

## Statement of Purpose:

The involvement of parents and community members is an essential component of nurturing students. Every effort to invite and consider parent and community input must be made to ensure the success of our students. A team of parents, teachers, and administrators (consisting of parents of various backgrounds and demographic groups, community members, parents and staff of students with disabilities, limited English learners, and minorities) developed the following school parent/community involvement plan.

- I. The Parent/Community Involvement Plan is distributed to parents and students in the *Student Handbook*, which is distributed annually at the beginning of the school year. The Student-Parent-Teacher Compact is also distributed to parents and students at the beginning of the school year. This compact will be developed jointly with parents and will be used for all eligible students, parents, and teachers. The school compact will indicate the shared responsibilities of the school, parents, and students, for improving academic achievement. Teachers review the handbook and policies with the students, and parents are asked to read and discuss these policies with their child and sign and return an acknowledgment form.
- II. Annual and regular meetings will be convened to discuss the school-wide Title I program. All parents of participating children shall be invited and encouraged to attend. The purpose of these meetings will be to inform parents of their school's participation, and to explain the requirements and rights of parents to be involved.
  - A. An open forum for parents and community members conducted by the school principal or assistant principal
  - B. Parents/community members are asked to serve on committees as needed
  - C. A flexible number of parent meetings, which will be held at varied times throughout the year to increase participation (Transportation, child care, or home visits may be provided if funding and approval are available)
- III. A School Council Advisory Committee will be organized each year to provide review and meaningful input, to the extent practical, on the school improvement plan, the parent/community involvement plan, and the utilization of parental involvement funds.
  - A. Annual evaluation conducted to review content and effectiveness of school parent/community plan in improving the academic quality of the school
  - B. Special consideration given to meeting the needs of subgroups such as: (1) economically disadvantaged, (2) students with disabilities, (3) limited English learners, and (4) minorities
- IV. The Pre-K Coordinator will, to the extent feasible and appropriate, coordinate and integrate parent involvement strategies and activities that encourage and support parents in more fully participating in the education of their children.
- V. Parents will be provided (1) timely information about activities, programs, and curriculum, (2) opportunities for meetings to provide parental input, and (3) opportunities to participate, as appropriate, in decisions about the education of their children by the following:
  - A. School website ([www.nwle.com](http://www.nwle.com)), letters, conferences, and media
  - B. iParent
  - C. Weekly signed papers
  - D. Newsletters
  - E. Fliers sent home
  - F. School council meetings
  - G. Parent/Teacher conferences
  - H. Parent/Teacher organizational meetings
  - I. Parent resource room in NWLE library
  - J. Standard and student performance
    1. Performance as measured by the state accountability system
    2. Consequences that apply to not meeting the state standard (i.e. – school choice, supplemental services, corrective action, etc.)
    3. Via the internet at the GDOE and USDOE websites

A full version of the school involvement plan can be viewed, upon request, in the main office of Northwest Laurens Elementary School.

## **Georgia Special Needs Scholarship**

Under a new state law passed by the Georgia State Legislature in 2007, parents of students who receive special education may choose to transfer their child to another public school or private school in Georgia. For more information on the Georgia Special Needs Scholarship and the parent application process, please visit the Georgia Department of Education's website at <http://public.doe.k12.ga.us/>.

## **Child Find Procedures for Laurens County Schools**

Preschool Child Find is the school system's attempt to locate any children who are suspected of having a disability. Special education and/or related services may be recommended if a disability interferes with a child's learning. Speech/Language Therapy, Physical Therapy, and Occupational Therapy are some of the related services that may be offered.

When should a child be referred to Preschool Child Find?

- If there are birth complications or a medical condition that interferes with development and/or learning
- If a child appears to have social or emotional difficulties that interfere with his/her ability to learn
- If a child appears to learn more slowly than children his/her own age
- If a child has speech that can not be understood by others
- If a child has difficulty seeing or hearing

Who may refer children?

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

Who do I contact?

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

**RECEIPT OF STUDENT  
HANDBOOK SIGNATURE PAGE**

**Student:** \_\_\_\_\_

**Teacher:** \_\_\_\_\_

**Grade:** \_\_\_\_\_

**Dear Parents:**

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

**I, \_\_\_\_\_, and  
Parent's Name**

\_\_\_\_\_  
**Child's Name**

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

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

- Student Code of Conduct**
- Attendance**
- Bus Safety**
- Cell Phone**
- Internet**
- Gifted and Talented Services**

\_\_\_\_\_  
**Parent's Signature**

**Date**

\_\_\_\_\_  
**Student's Signature**

**Date**

# Northwest Laurens Elementary Parent – Student- Teacher Compact

Together we will work to carry out the responsibilities listed in this compact.

In order for NWLE to provide a quality learning environment in which ALL children can learn and develop to their maximum potential, we must commit to recognizing and agreeing upon the responsibilities of each person involved:

### As a Teacher, I will:

- Show respect for each child by being fair and consistent
- Come to class prepared to teach
- Provide an environment conducive to learning
- Provide meaningful and appropriate homework activities
- Encourage parent involvement

### As a Student I will:

- Attend school regularly
- Always try to do my best in my work and in my behavior
- Work cooperatively with my classmates
- Come to school prepared with my homework and my supplies

### As a Parent, I will:

- See that my child attends school regularly and on time
- Insist that all homework assignments be completed
- Communicate regularly with my child's teachers
- Talk with my child about his/her school activities daily
- Encourage my child to read at home
- Monitor my child's TV viewing
- Volunteer time at my child's school (if possible)

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Teacher's Signature

Date

---

Parent's Signature

Date

---

Student's Signature

Date



# Laurens County Schools 2009-2010 School Calendar

August 2009				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

December 2009				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

April 2010				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

September 2009				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

January 2010				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

May 2010				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

October 2009				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

February 2010				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26

June 2010				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

November 2009				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

March 2010				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

July 2010				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

August 10-13, 2009 - Pre Planning  
August 14, 2009 - First Day for Students

September 7, 2009 - Labor Day Holiday

October 16, 2009 - Teacher In-Service/Student Holiday  
October 19, 2009 - Fall Break

November 25-27, 2009 - Thanksgiving Holiday

December 21, 2009 - January 4, 2010 - Christmas Holidays

January 4, 2010 - Teacher Workday/Student Holiday  
January 18, 2010 - Martin Luther King, Jr., Holiday

February 12, 2010 - Winter Break  
February 15, 2010 President's day

March 12, 2010 - Teacher In-Service Day

April 5-9, 2010 - Spring Break

May 28, 2010 - Last Day of School for Students  
May 31, 2010 - Memorial Day Holiday

June 1-3, 2010 - Post Planning

*Shaded Dates are Student Holidays*