



Student & Parent Handbook

2025-2026

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Foreword

This handbook provides the faculty and staff members of Lucy C. Laney High School with information for the 2025-2026 school year. There are changes in policy, procedures and staff assignments. Read the contents of this handbook carefully. This handbook along with the Georgia Standards of Excellence and Teacher Keys Effectiveness System (TKES) provide you with information and policy procedures to facilitate your position as a professional member of Lucy C. Laney High School.

Vision

Empower. Engage. Excel: Every Learner, Every Day

Mission

We will uphold Ms. Lucy Craft Laney's legacy by empowering, educating, and preparing every learning to become a successful leader and productive citizen engaged today, excelling tomorrow.

Belief Statements

1. We believe every learner deserves a safe, inclusive, and engaging environment to thrive.
2. We believe empowering students builds confidence, independence, and a lifelong love of learning.
3. We believe strong relationships and relevant instruction drive academic and personal success.
4. We believe education is the foundation for developing future leaders and responsible citizens.

ALMA MATER

NESTLED 'MONGST THE HILLS OF GEORGIA
STANDS THE SCHOOL WE HOLD MOST DEAR;
AND WITH HEARTS FILLED WITH DEVOTION
SING WE NOW WITHOUT A FEAR.

THOU ART UNTO US A STAR,
GUIDING US TO TRUTH'S GREAT LIGHT,
LANEY, LANEY, DEAR OL' LANEY, WE'LL
FORE'ER BE TRUE TO THEE.

LANEY, LANEY, LANEY, DEAR OL' LANEY,
THY SONG SHALL BE OUR TRAIL.
HONOR, COURAGE, TRUTH AND DEVOTION,
MAY WE NEVER FAIL.

LOOKING FORWARD, REACHING UPWARD,
CLIMBING ON TO GREATER HEIGHTS,
FAME AND WISDOM WON FOREVER,
DEAR OL'LANEY HIGH.



2025-2026

Richmond County School System School Calendar

July '25						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
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27	28	29	30	31		

August '25						
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September '25						
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October '25						
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November '25						
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December '25						
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Jul 04	Independence Day Holiday
July 28-Aug 01	Preplanning Days
Jul 31	Elementary Open House (noon-6:00pm)
Aug 01	K-8, Magnet, Middle, High Open House (noon-6:00pm)
Aug 04	★ First Day of School - Elementary
Aug 05	★ First Day of School - K-8, Magnet, Middle and High
Sep 01	Labor Day Holiday
Sep 12	Fall Semester Progress Report #1
Sep 15-Oct 10	Fall Parent Conference Window
Oct 09	PowerUp Asynchronous Learning Day
Oct 10	Student Holiday/Professional Learning Day
Oct 13-14	Student/Teacher Fall Break
Oct 31	Fall Semester Progress Report #2
Nov 11	Veterans Day Holiday
Nov 24-28	Thanksgiving Holiday
Dec 15-19	Semester Exams
Dec 19	End of 1st Semester/Early Release (all grades)
Dec 22-Jan 02	Christmas/Winter Break
Jan 05	Student Holiday/Professional Learning Day
Jan 06	Beginning of Second Semester
Jan 13	Report Cards
Jan 19	Martin Luther King, Jr. Holiday
Feb 12	Spring Semester Progress Report #1
Feb 13	Student Holiday/Professional Learning Day
Feb 16	Student/Teacher Holiday
Feb 17-Mar 16	Spring Parent Conference Window
Mar 27	Spring Semester Progress Report #2
Apr 03	PowerUp Asynchronous Learning Day
Apr 06-13	Spring Break
May 18-22	Semester Exams
May 22	Last Day of School/Early Release (all grades)
May 25	Memorial Day Holiday
May 26-27	Post Planning Days
May 27-30	Graduation
May 27	Report Cards
Jun 2-30	Summer School (5 days a week)
Jun 19	Juneteenth Holiday

Teacher Planning Days	Early Release Days
Holidays	PowerUp Asynchronous Learning Days
★ First Day of School	◇ Progress Reports
○ Report Cards	

Weather-Related School Closings

For inclement weather, please tune to WJBF-TV, WAGT-TV, WRDW-TV, or WGAC Radio for up-to-date information on school closings. Also, you can view the school system's website at www.rcboe.org. In the event of inclement weather or school closure, the school system will use PowerUp Asynchronous Learning Days and scheduled PowerUp Days will revert to in-person learning days.

The Richmond County School System will operate 5 days a week throughout the summer.

January '26						
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February '26						
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March '26						
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April '26						
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May '26						
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June '26						
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General Information

School Hours

8:20 AM to 3:10 PM

Morning Procedures

- Students will be permitted in the building at 7:55 am.
- Students are **ONLY** allowed in the cafeteria or can wait outside until the bell rings at 8:15 am. Students are **NOT** allowed to roam the building.
- **By 8:20 am ALL students should be in class. All students reporting to class after 8:20 am are expected to obtain a tardy pass from the front office prior to entering their 1st Period class.**
- Breakfast closes to all students not on late buses at 8:15 am.
- Students on late buses will be issued a pass after they eat breakfast.

Transition Procedures

- During class transition, students are expected to utilize the restroom within the given 5 minutes.
- Students who arrive to your classroom after the tardy bell has sounded, teachers will give a tardy for attendance in Infinite Campus. The Discipline and Attendance Secretary & Administration will monitor student tardies and discipline students accordingly.
- **ALL teachers are expected to follow the 10-10 Rule: the first 10 minutes of class and the last 10 minutes of class, students are NOT permitted to go anywhere in the building. Students are NOT permitted to go or sit in another teacher classroom during the students' scheduled class time.**

Dismissal Procedures

- **At 3:10 pm, a bell will ring in order to dismiss students to either go home or to extracurricular activities. Building MUST be cleared by 3:20PM. Students who are still in the hallway after 3:20 pm will NOT be allowed to remain at school and will be asked to go home.**
- Once students leave the building, the students will NOT be permitted to entered back inside the building.
- Extracurricular Activities Sponsors are expected to remain with students throughout the duration of the extracurricular activity and **MUST** remain with students until all students have been picked up. Students are **NOT** allowed to roam the building.

Administration Assignments

Grade Level	Administrator
9 th A – I & 12 th	Dr. Brittany Bush
9 th J – R & 10 th	Mrs. Ricquetta Prescott
9 th S – Z & 11 th	Mrs. Charlotte Fields

Counselor Assignments

Grade Level	Administrator
9 th & 11 th	Ms. Amy Raker
Select 10 th & 11 th	Mrs. Denetria Neely
10 th & 12 th	Mrs. Tiaa Nelson

Academic Dishonesty

Coursework submitted by a student must be the student's own, original work. Students shall not cheat on any assignment by giving or receiving unauthorized assistance (parents completing assignments for students, etc.), or commit the act of plagiarism. Students who commit such acts are subject to receiving a grade of zero on the assignment in question as well as disciplinary actions.

Complete information regarding academic dishonesty can be found in the RCSS Code of Conduct.

Academic Policy

Students at Laney High School will be able to....

- Integrate the use of reading, writing, speaking, and listening skills, and communicate with clarity, purpose, and understanding.
- Demonstrate strong study skills, efficient use of time, and the ability to complete tasks, both individually and collaboratively.
- Demonstrate the ability to connect knowledge and experiences from all subject areas to solve real-life problems and to complete tasks.
- Use higher-order and creative thinking skills to evaluate and solve problems.
- Participate in learning experiences that enrich life, including an appreciation for the visual and performing arts, physical fitness, and wellness.
- Demonstrate competency in the use of current technologies and resources in order to acquire new knowledge, develop new skills, share ideas, and expand understanding.
- Respect authority, oneself, and others, take responsibility for personal actions, and act as a responsible citizen.
- Understand and appreciate the diversity of others and demonstrate the ability to constructively resolve conflicts.
- Reflect upon and evaluate his or her learning experiences for the purpose of continuous self-improvement.

Admission/Registration Requirements

New Students to RCSS

Students new to Richmond County Schools, including transfers from in-state and out-of-state schools, should [complete the online registration first](#). If you would prefer to register in-person, you can come to the school to register.

To register your child, please complete all the pages in the online registration application.

- Print, copy or write down the Application or Confirmation number.

The following documents will need to be submitted to your child's school after the online registration is completed.

- Latest copy of student's report card or withdrawal form from previous school (if applicable)
- Legal guardian's photo ID
- Social Security Card
- Proof of Residency **(Provide a current utility bill and one item from the list below...must contain physical address of the property & must be within past 30 days.)**
 - Current Lease/rental agreement
 - Current home purchase agreement
 - Most recent income tax return
 - Current paycheck stub
 - Current Medicaid card
 - Current residential property tax statement or bill
 - Current warranty or quick claim deed
 - Current homeowner's insurance policy
 - Driver's License
- Official Copy of Birth Certificate
- Completed [Eye, Ear, and Dental Form](#)**
- Completed Immunization Form**
- [Rising 11th Graders - New MCV4 Vaccination Requirement](#)
- [Home Language Survey](#)
- [Parent Occupational Survey](#)

**The Eye, Ear, and Dental Form and the Immunization Form may be obtained from any Georgia Health Department, Eisenhower Medical Center at Fort Gordon, or any Georgia pediatrician's office or clinic.

Transfer Students

Students currently attending a Richmond County School that would like to transfer to another Richmond County School.

The following documents will need to be submitted to your child's school after the [online registration is completed](#).

- Latest copy of student's report card or withdrawal form
- Legal guardian's photo ID
- Proof of Residency **(Provide a current utility bill and one item from the list below...must contain physical address of the property & must be within past 30 days.)**
 - Current Lease/rental agreement
 - Current home purchase agreement
 - Most recent income tax return
 - Current paycheck stub
 - Current Medicaid card
 - Current residential property tax statement or bill
 - Current warranty or quick claim deed
 - Current homeowner's insurance policy
 - Driver's License

Assemblies

Assemblies will be periodically held during the school year. All school-sponsored programs are under the direction and supervision of the teachers and administrators. Students are expected to enter and exit assemblies in a quiet, orderly manner and to sit in assigned areas. Whistling, heckling, and/or booing are not acceptable and will not be tolerated. Students who misbehave during assembly programs will be removed. Students may also be pulled from assemblies to complete academic work not finished in class. Extra events are privileges that are earned.

Athletics

All athletes and coaches are bound by the Georgia High School Association (GHSA) Rules with regard to eligibility, conduct, etc. (<https://www.ghsa.net>).

ALL student athletes must have a physical **prior** to trying out and participating in any school sport. Teams are under the guidance and direction of the coaches and school administrators. All athletes must have health insurance coverage in order to play any sport.

***Students assigned to ISS or OSS **cannot** participate in extra-curricular activities such as sports, clubs, or academic competitions.

For more details, please review the RCSS Athletics Department Rules and Regulations at www.rcboe.org/athletics.

Eligibility

- **CARNEGIE UNITS ACCUMULATED THE PREVIOUS SEMESTER:** Show the number of Carnegie units the student earned the previous semester. In order to be eligible (beginning with the second semester of 9th grade), **the student must have passed 2.5 Carnegie units or their equivalent the semester immediately preceding participation.** Place an "E" in the Units Passed column for Entering ninth graders. 6.
- **TOTAL UNITS ACCUMULATED:** Show the total number of Carnegie Units the student has accumulated thus far in his/her high school career. To be eligible, the student must have accumulated Carnegie units counting toward graduation as follows:
 - END OF FIRST YEAR: 5 Units
 - END OF SECOND YEAR: 11 Units
 - END OF THIRD YEAR: 18 Units

Students who lose eligibility for not meeting these requirements at the beginning of the year may regain eligibility during the school year by accumulating the units required at the end of a semester and by earning the required number of units the previous semester. Remember: Eligibility is lost or regained on the first day of the new semester. The first day of the Fall semester is the first date of practice for the first sport or the first day of classes for a school, whichever comes first.

Attendance

Regular attendance in school is essential for a quality education. We encourage students to be present every day. Daily attendance will make students more closely associated with classmates and will dramatically improve educational progress. The time missed from class results in significant loss of valuable educational experiences. Every student needs to make "perfect attendance" his/her goal for the year.

A school year consists of 180 school days. Georgia law requires that all students between six and sixteen years of age attend school regularly. The law states that absences may be considered legally excused for the following reasons only: 1) illness, 2) death in the family, 3) medical or dental appointment, 4) attendance of non-school activities or functions authorized by the superintendent or designee, 5) mandate or order of government agency, 6) extreme circumstance that cannot be resolved; parent/guardian must request and receive approval from the principal or designee, 7) visit with the student's parent or legal guardian prior to deployment or during leave from an overseas assignment; up to a maximum of 5 school days per year, and 8) religious holidays. A note from the parent explaining the student's absences is expected when the student returns to school. After five (5) absences, a physician's excuse is required to excuse any further absence. The Richmond County Promotion Policy states that any student who is absent without a legal excuse may not receive credit for the school year. In order to be counted present, a student must be at school for the majority of the school day. Students should not arrive late or be picked up early as a common practice, as this causes students to miss instruction and is distracting for the class. In an effort to maximize instructional time and limit classroom interruptions students will NOT be dismissed after **2:45 p.m.** Teachers are not required to allow makeup work for unexcused absences or frequent tardies.

The school shall not allow a student to participate in any extra-curricular, co-curricular activities or cooperative work experience if the student was not counted present for the school day. For absences subsequent to the fifth unexcused absence, the student shall not be allowed extracurricular participation without a physician's note or other excuse from an acceptable or official third party justifying the absence.

Early Dismissal

Parent/Guardian(s) are urged to make students' dental, medical, and other appointments after school hours. If it becomes necessary for students to check out during the day, parents are asked to report to the office and sign students out. **Parent/Guardian(s) and other approved adults must be listed on the students' registration form in order to pick them up.** All parties are subject to showing picture identification before the office personnel calls a student from class.

Students who need to be excused early from school must bring a written note from their parent/guardian. These notes are to be taken to the clinic for verification and approval. Notes to be excused must be in the office BEFORE second period. Students must also sign out in the main office before leaving the building.

If students get sick, they must check with the nurse or front office to receive a pass to go home. All students, including those 18 years old or older, must have a parent/guardian sign them out or give verbal permission (only by approval of Administration). Any student who does not follow this procedure will be considered cutting class and/or leaving campus without permission.

ALL STUDENTS MUST STOP BY THE OFFICE TO BE SIGNED OUT.

Prearranged Absences

Parent/Guardian(s) are encouraged not to take their student out of school for vacation. If parent/guardian(s) find it necessary for students to miss school due to an out-of-town trip or college visit (limit 5 days per year). The parent/guardian(s) should discuss the matter with the administrator to make necessary arrangements and submit a completed Prearranged Absence Form to the school administration. Requests for prearranged absences must be completed and submitted to the administration at least one week prior to the dates of absence. Approved prearranged absences are designated as excused. The student will be allowed to make up his/her academic work without penalty.

Procedures:

1. Submit a completed Prearranged Absence Form to the school office at least one week prior to the absence.
2. After reviewing the request, the school administrator will make the decision whether to approve or disapprove the request.

Tardy Policy

A student is tardy when he or she enters the classroom or homeroom after the ringing of the tardy bell. The following disciplinary procedures will be followed each school year and accumulated for each of the two nine weeks (first semester and spring semester).

Lawful excuses for tardiness are as follows:

- A. Instances where the student has a medical or dental appointment, which cannot be reasonably scheduled outside of the school day. A signed written statement from the appropriate physician shall be required to validate a tardy for a medical or dental reason.
- B. Appearances before a court when required by subpoena. A copy of said subpoena is to be furnished to the school to validate a tardiness caused by the court appearance.
- C. In special situations, which rarely happen, but are not likely to recur, such as when a parent/guardian brings a student to school if the principal concurs with the circumstances.
- D. Under unique and rare circumstances, not specifically covered by these exceptions, whereby it would be inappropriate to punish the student for being tardy. Provided, however, that before a legal excuse for tardiness can be given in these circumstances, the principal must review the matter with the Superintendent or designee and have the Superintendent or designee and have the principal's decision to grant an exception where circumstances and policy would warrant.

Consequences for Tardy Policy Violation

1st - 4th Tardy:

Verbal notification to student by the appropriate school official and parent notified.

5th - 10th Tardy:

Tardy letter sent home with student and parent notified.

11th - 15th Tardy:

One (1) Day of In-School Suspension (ISS)

16th - 20th Tardy:

Three (3) Days of In-School Suspension (ISS)

21st - 25th Tardy:

Five (5) Days of In-School Suspension (ISS)

26th - 30th Tardy:

One (1) Day of Out of School Suspension (OSS)

31st - 35th Tardy:

Three (3) Days of Out of School Suspension (OSS)

36th - 39th Tardy:

Five (5) Days of Out of School Suspension (OSS)

40th Tardy:

Ten (10) days of Out-of-School Suspension (OSS) pending a tribunal hearing

Cafeteria

All students enrolled in Richmond County Schools are eligible to have breakfast and lunch at no cost.

Breakfast: Starts at **7:55 am** and ends at **8:15 am**. Students on late buses are allowed to eat prior to reporting to class. We encourage and highly recommend that all students participate in our breakfast program.

Lunch: There are 3 lunches. Each hallway will be assigned a lunch period. We encourage and highly recommend that all students participate in our lunch program. A microwave is available for students who bring their food from home. Sharing of food from home is prohibited. can bring their own food from home. Food from fast food restaurants is no allowed (*McDonalds, Burger King, Zaxby's, etc.*). Students will not be able to eat this type of food in the cafeteria due to Nutrition Guidelines. Students are not permitted to bring glass bottles or canned goods as a part of their lunch.

Students are NOT allowed to order food and have it delivered to the school (i.e. DoorDash, Grubhub, Uber Eats, etc.) and/or NOT allowed to leave campus to go get food.

Clubs and Organizations

Students are encouraged to participate in a variety of clubs that enhance social and emotional development.

Conduct and Discipline

Laney High School students are expected to put forth their best effort at all times by behaving in a manner that will promote a safe and orderly learning environment. Any behavior which causes the learning atmosphere to be disrupted or which infringes upon the rights of others in the school will not be tolerated and may subject the student to corrective measures.

Conduct Rules:

Good student conduct sets the tone for other positive things to happen in school. As a result, a positive school climate plan has been developed and will be implemented. Parents will be an integral part of the plan and will be directly involved with its implementation. The students themselves play an important role in their own educational programming. In such an atmosphere, the class is neither teacher-dominated nor student-controlled; rather, it is a joint effort to learn, relate, and experience.

Our method of discipline helps students identify three things that include:

- What infraction was committed;
- How to solve the problems they created; and
- How to assume responsibility for their own actions?

This method uses logical and realistic consequences and leaves the student's dignity intact. Self-discipline by students is the ultimate goal of the discipline program at Laney High School.

The following are general rules of conduct for all students at Laney High School during school hours, on a school campus whether or not during school hours, at school activities, whether at home or away, on a school bus, or at school bus stops:

1. Disturbances that disrupt the learning opportunities for others in class are prohibited.
2. Students are expected to obey reasonable directives of all school personnel.
3. Rude, discourteous, disobedient, or defiant behavior is prohibited.
4. Profanity, obscenities, and/or insulting remarks will not be tolerated in school or on school grounds.
5. Threatening and/or intimidating another student or adult is prohibited.
6. Hitting, "roughhousing," fighting, and physical abuse with intent to hurt another student or adult is prohibited.
7. Assault and/or battery on school employee or another student is prohibited.
8. No student shall leave campus without permission.
9. Failure to tell the truth, forging or knowingly using a forged signature, stealing, cheating, and plagiarism (giving or receiving information) is prohibited.
10. Falsifying, misrepresenting, omitting, or erroneously reporting information regarding instances of alleged inappropriate behavior by a teacher, administrator, or other school personnel toward a student is prohibited.
11. The willful damage or destruction of property is prohibited.
12. Tampering with fire safety equipment and/or setting off a false alarm is prohibited.
13. Bullying in any form is prohibited.

Discipline/Behavior

The discipline plans and procedures will be grade level/age appropriate and will be explained fully to students and parents at the beginning of the school year. Each teacher will send home his/her classroom rules and discipline measures to be followed. Parent/Guardian(s) are urged to go over these rules carefully with their student. Detailed discipline guidelines can be found in the Code of Student Conduct and Discipline handbook that will be sent home at the beginning of the school year. For detailed information regarding the **RCSS Code of Student Conduct and Discipline**, please visit www.rcboe.org.

- In-School Suspension - In-School Suspension (ISS) is a discipline program that may be used for less severe infractions at the administration's direction. The program is designed to isolate students from the regularly assigned classrooms and activities during the school day and from extracurricular activities until ISS is completed. Cell phones are NOT permitted in ISS.

Students are counted present at school and are expected to bring textbooks and materials so that they can continue to work on classroom assignments, as well as write required rules while serving their time in ISS. Some homework time may be necessary to complete all assignments before students are allowed to return to the regular class. Students who are disruptive in ISS will serve the remainder of assigned ISS days in Out-of-school suspension.

The purpose of this program is to make students aware of their negative behaviors, and to help them find ways to correct these behaviors so that repeated time in the ISS program will not occur. Students should not view this program as a reward or an excuse to be out of a regular classroom setting. This program will only be as successful as the teachers, parents, students, and administrators make it!

- Out of School Suspension – Out of School Suspension (OSS) is warranted for some discipline that is displayed by student. If a student receives OSS, the student will be suspended from school and not allowed to return back to school until the suspension period is over. The student will NOT be allowed to come on campus or attend any extra-curricular activities unless he/she is accompanied by a parent/guardian.

Note:

- Students are expected to behave in a manner conducive to academic progress for themselves and for others. At all times, each student is expected to show respect for teachers, school personnel, and fellow students.
- Students assigned to OSS or ISS cannot take part in extra-curricular activities and attend any afterschool functions including, but not limited to, sports, academic competitions, and clubs.

Bus Discipline Policy

Riding the bus is a privilege, and students can be removed at any time for disruptive and unsatisfactory conduct. If bus rules are broken, the student will be subject to the same disciplinary action that would be taken if the behavior had happened on school grounds. All pupils being transported are under the authority of the bus driver and must obey his/her directives.

All school rules, as described in the ***RCSS Code of Student Conduct and Discipline***, apply to students riding the bus. The following is a list of general expectations for our students:

1. Students are to be seated at all times while the bus is in motion. At no time should students have heads, hands, arms, feet, and/or personal objects/possessions outside the bus.
2. Students will use inside voices and maintain a low audible volume. The bus driver needs to be able to hear while driving.
3. Abusive or obscene language will not be tolerated. Bus drivers will report any student who uses profane language.
4. Students shall not cause or attempt to cause physical injury, threaten bodily harm, or behave in such a way as could reasonably cause physical injury to a school employee or other students.
5. Students shall not cause or attempt to cause damage to the bus. Costs for the damages will be payable by the student and parent.
6. Use or possession of alcoholic beverages, drugs, weapons, or other objects (including toys) which can endanger other passengers is prohibited.
7. Students should show respect for bus drivers and other students on the bus.
8. Students should be at bus stop on time, load quickly and quietly in an orderly manner, and move away from the bus stop after exiting/unloading the bus.
9. Students are expected to obey the bus rules while waiting for and riding the bus. This includes following the rules at the bus stops in the morning and afternoon. Students who do not meet expectations will be referred to the appropriate school administrators.
10. The bus driver is in charge and may assign seats.
11. Students are videotaped while riding the bus in order to promote safety and to enforce good behavior.
12. Additional expectations may be established by the bus driver.

- **Bus Regulations**

It is absolutely essential that students cooperate with the bus driver, school bus patrol, and school officials. Failure to do so will automatically give cause for temporary or permanent bus suspension.

It is expected that the driver will report all incidents of misconduct to the administrators.

Bus students are under the supervision of bus drivers. Reported acts of misconduct on the bus will be investigated. First offenses will receive a warning. The second offense will result in suspension from riding the bus. Continued offenses could result in suspension from riding the bus. Continued offenses could result in suspension from riding the bus for the remainder of the year. If, upon the first offense, it is determined that the offense is serious enough, suspension could result immediately.

The school administration does not control the bus routes or the arrival and departure times for the busses. Please contact transportation for these types of concerns.

Counseling Department

Laney High School has a comprehensive developmental guidance and counseling program with many components. Our counselors are available as a support system to help students pursue/experience educational success. Individual counseling, small group counseling, and classroom guidance opportunities are services provided to improve student performance, self-awareness, and interpersonal skills. In addition, the guidance counselors provide information on careers, colleges, study skills, decision-making skills, and other life skills. Through collaboration with educators, parents and community resources, our counselors assist with guiding students through their educational experience to ensure positive results.

COVID-19 Preventative Recommendations

A few of the major points that we are asking you to commit to include the following:

- Keep your student at home if they are sick.
- Monitor Daily symptoms of COVID-19 such as:
 1. Fever over 100 F
 2. Chills
 3. Cough
 4. Shortness of breath or difficulty breathing
 5. Fatigue
 6. Muscle or body aches
 7. Headache
 8. New loss of taste or smell
 9. Sore throat
 10. Congestion or runny nose
 11. Nausea or vomiting
 12. Diarrhea
- Keep your student at home and inform the school if someone in the home test positive for COVID-19.
- Keep your student at home if they are awaiting COVID-19 test results for ANY reason.
- Report positive test results to the school immediately.
- Social distancing will be conducted throughout the school building.
- Teach and practice good hygiene habits such as washing hands and using sanitizer.
- Refrain from large groups and congregating.

By doing these things, along with following the safety precautions in place, together we can have a safe school.

Curriculum and Instruction

Curriculum and instruction will be based on the full implementation of the Georgia Standards of Excellence (GSE), STEM Frameworks of Instruction, and the RCK12 Curriculum. Therefore, the Laney High School Curriculum is built upon the premise of:

1. Literacy and numeracy will be the foundation upon which all other courses, projects, skills sets, applications, etc. are built
2. Interdisciplinary – formal, physical, life, social, & applied sciences
3. Challenging & rigorous curriculum driven by problem-solving, discovery, exploratory learning, active learning to find solutions
4. “A meta-discipline” that transforms subject matter by incorporating science, mathematics, technology & engineering
5. The force that creates an interest for elementary age students in mathematics and science that provides a foundation for middle school, high school and beyond
6. The provider of integration of hands-on, real-world learning tasks, coupled with academic theory, to help students master rigorous math and science concepts
7. The building blocks for greater capacity in teachers through content specific, rigorous and ongoing professional development and training
8. Use project-based learning to reinforce real world applications.

Detention

Some rule infractions will result in the assignment of detention. Detention procedures are as follows:

- Must sign in by 3:25 pm. Hours: 3:25 pm – 4:25 pm
- Date of detention is determined by the assigning teacher.
- If a student does not serve an assigned detention (without prior approval), the student will be assigned an extra hour of detention. This will also result in an additional discipline infraction.
- If a student is disruptive in detention, then additional disciplinary actions will be assigned to the student.

Student detention will be considered academic time. The supervising teacher will provide an assignment for each student. At the end of the detention period, each supervising teacher will escort the students out the front door. Teachers are expected to remain with students until all have been picked up by parent/guardian. Students will not be allowed to go to other locations within the building.

Before assigning detention, each teacher **MUST** make a parent contact notifying the parent that the student has been assigned detention. Student and parent **MUST** be given written notification at least **two** days prior to the detention date.

Dress code

Students:

All students **are required** to adhere to the Richmond County School System’s dress code and grooming policy. Detailed dress code guidelines can be found in the Code of Student Conduct and Discipline Handbook that will be sent home at the beginning of the school year. Students should come to school in clothing that is comfortable and suitable for all school activities. In the selection of clothes, parents are urged to use good judgment and select clothes that are appropriate for school. Students who are identified as being out of dress code will be assigned the appropriate consequence as outlined in the

Code of Student Conduct and Discipline Handbook. In addition, students will be expected to call home in order to obtain appropriate clothing.

The following *are* acceptable and expected:

- Appropriate shoes must be worn at all times; Slides are permissible; Tennis shoes should be worn when participating in the school's physical education (PE) program.
- Shoelaces should be tied at all times.
- Shorts and Pants with holes or cut-outs are permissible as long as the length of the holes or cut-outs are below the mid-thigh. Shorts and Pants with holes or cut-outs higher than the mid-thigh must have tights, leggings, jeggings, or gym shorts underneath shorts and pants
- Tights, leggings, and jeggings *only* when worn under skirts, dresses, or long shirts.
- All pants, jeans, shorts, etc. must be fastened at the waist at all times and are to be worn at the appropriate waist level.
- Shorts, skirts, and dresses must be as long as the length of the middle finger when hands are down by the student's side AND at least mid-thigh.
- Hats, caps, and scully.

The following are *NOT* acceptable:

- Flip flops, shower shoes, house slippers;
- Clothing or accessories advertising alcoholic beverages, drugs, tobacco, or weapons;
- Clothing, hats, hairstyles or accessories containing inappropriate language, messages or designs;
- Sun dresses, tank tops, tube tops, halter tops, see-through shirts, fishnet or mesh material shirts, crop-tops, one-shoulder or off-the-shoulder blouses, and blouses with open backs;
- Tights, leggings, jeggings;
- Shirts, tops, blouses, or sweaters which show cleavage;
- Bare midriffs – all shirts, blouses, etc. must cover the top of pants, slacks, shorts, etc., whether standing or sitting;
- Pants, shorts, skirts, etc. with writing on the buttock area, as well as lace-up legs;
- Any clothing item that is too tight or loose;
- Any clothing item that is too short (shorts, skirts, and dresses must be as long as the length of the middle finger when hands are down by the student's side AND at least mid-thigh);
- Any clothing item that shows a student's undergarments;
- Baggy or sagging pants;
- Heeled and/or high platform shoes (unsafe and inappropriate on normal school days or events);
- Combs, picks, hairnets, scarves, bandanas, headbands, hair rollers, etc. (it is acceptable for young ladies to wear hairbands to *ONLY* hold back their hair);
- Bandanas (colored or white) at any time or on any part of the body;
- Bonnets, hoodies, stocking caps, dew rags, etc.
- Sunglasses or shades inside the building;
- Visible body piercings other than earrings;
- Extreme colored or dyed hair that causes a disruption to the instructional process in the classroom.
- Any form of night clothing.

Parent/Guardian(s):

In an effort to maintain a learning environment that is conducive to learning, parent/guardian(s) are expected to be dressed appropriately when going beyond the front office (*i.e.* observing classrooms, meeting with staff) to eliminate distractions and/or cause disruptions within the learning environment.

The following are *NOT* acceptable:

- Clothing or accessories advertising alcoholic beverages, drugs, tobacco, or weapons;
- Clothing, hats, hairstyles or accessories containing inappropriate language
- Tank tops, see-through shirts, fishnet or mesh material shirts;
- Shirts, tops, blouses, or sweaters which show majority of cleavage;
- Baggy or sagging pants;
- Any form of night clothing.

Emergency Contact Information

It is critical for the school to know where parents work, how to reach them or who to call in the case of an emergency. Any change in the status of the above-mentioned should be reported to the school office as soon as change occurs.

***** At least one (1) emergency telephone number is REQUIRED for every student.***

Extracurricular Activities

Eligibility for participation in any extracurricular activity will be based on grades earned during the semester **prior** to that activity. Criteria for participation will include academic, behavior, and effort. Student must maintain satisfactory grades in all areas and acceptable behavior in order to represent Laney High School as a participant in extracurricular activities. It is the student's responsibility to be aware of the requirements for the various activities and organizations.

Falsified Addresses and Enrolling Out of Zone

In accordance with the Board of Education policies and procedures, each student is expected to enroll in the school for which such student is zoned. **Those students who intentionally falsify or have falsified their addresses and who enroll in a school for which they are not zoned by Board of Education policies, upon being discovered, shall be withdrawn and shall be allowed to enroll in their zoned school.** The Superintendent or Deputy Superintendent, upon the request of the principal or the student and their parent/guardian, shall have the authority, where circumstances warrant, to make an exception to this policy upon such circumstances as when a student is so young that the parent/guardian has improperly done the enrolling and the student was not a knowing party to the falsification and out of zone attendance; where the student is classified as a homeless student in which case the regulations governing homeless enrollment shall apply; and in peculiar family situations on a case by case basis where the circumstances are legitimate and established through affidavits or other written documentation to the satisfaction of the Superintendent or Deputy Superintendent and where necessary, with the advice from the Board Attorney. Refer to Code of Student Discipline and Conduct.

ALL THIRD-PARTY LETTERS ARE SUBJECT TO HOME VISITS FOR VERIFICATION

Family Changes

If the status of a student's custody changes after the student is enrolled, the enrolling parent/guardian or agency shall notify the school of the new address and contact phone numbers. Parents/guardians may be required to facilitate and obtain appropriate guardianship or custody documentation of their student to avoid referral to an outside agency or withdrawal.

Field Trips

During the school year, parent/guardian(s) may be asked to give permission for their student to go on a field trip. A Permission to Participate in Field Trip form will be sent home for the legal guardian's signature before a student will be permitted to go on a field trip. Any student who has not returned the signed permission form will remain at school under the supervision of another classroom teacher.

Field trips are for enrolled Laney High School students, not siblings that are younger and/or older. Siblings attending Laney High School are not allowed to go on field trips with a brother or sister in another class.

Voluntary out-of-town field trips that utilize a bus service will require complete support of parent/guardian(s). When a trip of this nature is planned, the cost will be the same for all students regardless of the mode of transportation used. Also, if a parent/guardian drives, other siblings are not allowed to attend the school sponsored trip. Remember, all field trips are classroom-related activities and are not intended to be family trips. Parent/Guardian(s) serving as chaperones are expected to provide their full attention to the supervision of students.

General School Rules:

Assembly

1. Enter and leave quietly.
2. Sit in your assigned area.
3. Be courteous during the program (Listen. Do not talk).
4. Show appreciation at the appropriate time by applause only.

Classroom *(These are general rules. Each classroom teacher has his/her own set of rules.)*

1. Listen to and follow all directions given by the teacher.
2. Talk only with permission and at appropriate times.
3. Control unnecessary movement.
4. Do not disrupt class.
5. Be prepared with necessary materials and assignments.

Hall

1. Walk only. No running.
2. Be quiet and courteous.
3. Stop at the restroom or water fountain during transition.
4. Always have a hall pass.

Lunchroom

1. Do not play with food.
2. Clean your personal space.
3. Place trays in trash can.
4. Walk only.
5. All students are strongly encouraged to get a tray or bring a lunch from home.

6. Students are not allowed to bring fast food items in their original containers.
7. Students should not bring non-nutritional food items, such as cookies, candy, chips, or drinks in place of a lunch. These items included in a lunch from home are acceptable.

Restroom

1. Emergency restroom breaks require a hall pass. Due to instruction being vital, students will not be released to go the restroom during the first 10 minutes and last 10 minutes (10-10 Rule) of class. Students are strongly encouraged to utilize the restroom during the class transition period.
2. Use facilities properly. Flush urinals and toilets after each use.
3. Wash hands before leaving restroom.
3. Behave quietly and safely.
4. Do not place foreign objects or excess paper in sinks or toilets.
5. Do not play in the water.

Gifted Education

Richmond County Schools provide programs for all qualifying system students in grades K-12 who exhibit superior performance, advanced learning needs and demonstrate higher level motivation and creativity. The identification process uses multiple criteria as mandated by the Georgia Department of Education.

Students may qualify based on mental abilities and achievement or on three (3) of four (4) components including mental abilities, academic achievement, creativity and motivation or mental abilities alone for grades K-2.

An automatic referral process requires all schools to screen intelligences and achievement test scores on their students twice annually. Students may also be referred by parents, teachers, principals or counselors. Referrals are solicited in May for August testing and in November for January testing. Parents of students referred are notified of test dates two or more weeks in advance by Gifted Program personnel.

Students entering the system who had prior placement in a gifted program will be placed at once if they meet the Georgia Department of Education eligibility requirements. Gifted Program personnel will evaluate those who do not have the required eligibility documentation.

Qualifying students in K-5 are enrolled in a five to six (5-6) hours per week resource program which provides thematic units of study. Qualifying students in Grades 6-8 are enrolled in five or more hours per week inside their core content classes. Parents receive a progress report three (3) times per year.

Continuation in the program is dependent upon maintenance of an overall 3.5 GPA in academic classes, satisfactory performance in both regular and gifted classes, motivation and behavior, attendance, attitude and completion of all assigned tasks. Students who meet these conditions will automatically continue in the program. Students who do not meet these terms at any time during the school year will be allowed a six (6) weeks probationary period. If satisfactory improvement is not shown, the student will be removed from the program. Parent/Guardian(s) will be notified by letter at the beginning and ending of the probationary period. Students who leave the program will be reassessed and must meet current criteria for re-entry.

Grading Policy

Students in Grades 9 – 12 are required to perform on grade level in all content area classes. Students will receive 4 Progress Reports (2 during 1st Semester and 2 during 2nd Semester) and 2 Report Cards (end of 1st Semester and end of 2nd Semester).

Grading Categories

- *Minor Grades* = 60% (quizzes, labs, and other graded assignments to assess certain standards in a unit of study)
- *Major Grades* = 40% (unit tests, essays, research papers, project-based assignments, and other culminating assessments to measure mastery of standards that comprise a unit of study)

Grading System

A = 90-100 B = 80-89 C = 75-79 D = 70-74 F = Below 70

Hall Passes

When leaving a classroom, students must have a Hall Pass from his/her teacher showing permission to be out of class. Only ONE student is allowed in the hallway at a time per class. ***Students are not to be excused from class the first 10 minutes and last 10 minutes of class (10-10 Rule).*** Students will NOT be permitted to leave their current class to go to another teacher's class. If students are caught in the hallway without a pass, an administrator will be notified. At which time, the administrator will determine if the students left the assigned area (cut class) or if the teacher was negligent in following the policy.

The only exceptions to this rule are in the case of a medical emergency or during the scheduled class changes.

Health Issues

Early in the morning it is often difficult to make a decision about whether or not your student is sick enough to stay home from school. With minor symptoms, you often cannot tell whether he/she is going to get better or worse during the course of the day.

The main reasons for keeping your student home are:

- If he/she is too sick to be comfortable at school; and/or
- If he/she might spread a contagious disease to other students.

As a rule of thumb, a student should stay home if there is:

- A fever over 100.4° F;
- Vomiting more than once;
- Diarrhea;
- A very frequent cough;
- Persistent pain (ear, stomach, etc.); and/or
- A widespread rash.

The following guidelines apply:

- Minor cold or allergy symptoms should not be a reason to miss school.
- If student's cough is worse than you might expect with a common cold, you may need to consult your student's doctor.
- A single episode of vomiting, without any other symptoms, may not be reason enough for the student to miss school.

- A single episode of watery diarrhea probably warrants not going to school.
- Student with fever (generally considered to be over 100.4°) should stay home until there is no fever for 24 hours without the use of fever reducing medications such as Tylenol or Motrin.
- Student diagnosed with strep throat or scarlet fever should remain out of school until they are without fever and have been on antibiotics for 24 hours.
- Student with pinkeye should see his/her doctor. If diagnosed, student should remain home until he/she has been on antibiotic eye drops at least 24 hours or until his/her doctor recommends the student return to school.
- Ear infections are not contagious to others. Student should stay at home if he/she has fever or pain.
- Student who has been diagnosed with the flu should stay home until symptoms improve (usually 5 to 7 days) or until the doctor recommends returning.

Whenever there is doubt about sending your student to school, consult your student's doctor before doing so. A phone conversation may be all that is necessary.

Note:

- Remember to send a written excuse or doctor's note when appropriate when your student is absent due to illness per the Attendance Policy.

Homework

Homework may be assigned nightly. Teachers assign homework as practice for the skills being taught at school. These assignments reinforce what the students are learning each day in the classroom. Taking the assignment home, completing the work, remembering to bring it back to school the following day (or as directed by the teacher) are all important processes of developing responsibility. Homework is a part of the student's total evaluation. We value our instructional time and want to foster responsibility in our students; therefore, *we will not disturb classrooms for homework left at home. Homework will not be accepted from the fax machine.*

Hospital/Homebound Program

Hospital/Homebound educational services will be provided for a student upon submission of a medical referral form to the local school system completed and signed by the treating licensed physician. Included in this form shall be a statement by the treating physician that the student will be absent a minimum of ten school days and that the student is physically able to participate in educational instruction. See RCSS Policy HOSPITAL/HOMEBOUND SERVICES for specific details.

Insurance

The Richmond County Board of Education does not carry insurance for students; however, student insurance is offered to parent/guardian(s) on an optional basis. If interested, please contact the front office.

Parent/Guardian(s) are strongly advised to consider coverage for their student(s) each year; it is an inexpensive means of making sure your student has coverage in case of an accident at school. **All students involved in athletic activities are required to show proof of insurance coverage, either personal or school, before participating in try-outs and practice.** Girls who plan to try-out for cheerleading in the spring must be covered before practice/try-outs.

Late Work & Make-Up Work

Late Work

Late work is defined as assignments that are submitted after the specified deadline. This does not apply to work submitted late due to absence from school.

Students are expected to submit assignments on time. Multiple incidents of late work may result in teacher-student-parent conferences to examine and correct the student's work habits through an academic contract. Students in grades 6-12 may have their scores reduced by 5% per school day for a 25% maximum reduction (five school days). Late work submitted after the fifth school day will only be accepted at the teacher's discretion. Completing work in a timely manner during the learning unit is essential for academic success. If the score is reduced for late work, the teacher must make a notation in the Infinite Campus comment section of the gradebook to reflect the reduction for late work. Students and parents should refer to the teacher's course syllabus for specific late work procedures.

Make-Up Work

Students are expected to make-up assignments and assessments that were missed due to absence from school. Students are responsible for asking teachers for the make-up work upon returning to class.

Make-up work should be completed by the student within the time specified by the teacher.

Teachers should provide reasonable timelines for completing make-up work. Generally, such work should be completed within 5 days of returning to school. A student should not be required to take a quiz or test on their first day back to school if the assessment was first-announced during their absence.

Graded assignments should be scored to accurately reflect the level of mastery of standards.

Lockers

Lockers may be purchased by each student at the beginning of the year. Once a locker assignment is made, students are not allowed to switch without the consent of the assigning locker personnel. In addition, student **MAY NOT SHARE** lockers at any time. The cost of lockers \$10.00.

Lost and Found

Articles that have been found at school should be turned into the Front Office. Lost articles can be claimed by properly identifying the lost item. All unclaimed items over an extended period of time will be donated to a charitable organization or discarded.

Media Center

Our state-of-the-art Media Center is designed to support the school curriculum by enhancing learning through informational skills instruction, and technology instruction aimed at a 21st Century education. The media center functions as the hub of the school, providing students, staff, and parent/guardian(s) with a multitude of materials to support and enrich learning.

The media center follows an Open Schedule concept, students can go to the media center between the hours of **8:30 am until 2:50 pm**. Contact the media specialist for assistance with school-based software programs or other curriculum needs, allowing every opportunity to fully integrate the home/school learning connection.

The media center offers a wide variety of materials. Recent reference book sets are also available, and periodicals are updated monthly. There are many technology resources, as well as a mobile laptop computer lab.

Students are personally responsible for textbooks, laptops, library books, and instructional material assigned to them. Students must pay for any damages. Assessment of damage will be determined by the school administration. **ALL** lost or damaged items must be paid for by the student/parent/guardian. Any student who fails to or refuses to pay for lost or damaged items at the replacement cost shall be denied the issuing of additional textbooks, laptop, library books, or media materials, as well as report cards, diplomas, or certificates until full restitution is made.

Medical Care (School Clinic & Nurse)

There will be a school nurse on duty for several hours each day. All prescription medications should be sent to school in the original prescription bottle that has the doctor's name and pharmacy, the name of the student, the name of the medication, and dosage directions on it. Over-the-counter medications such as Tums or Tylenol need to be sent in the original container as well. The school nurse needs a note from the parent giving permission and instructions for all medications to be administered at school. An *Authorization of Medication Administration* form must be completed for those students receiving medication at school. Students should report to the clinic at the proper time to receive their medication.

The first dose of any new medication should be given to the student by the parent/guardian at home before sending it to the school. We want to make sure the student has no adverse or allergic reaction(s) to any new medication(s).

The school nurse will maintain first aid supplies at the school. Tylenol **WILL NOT** be administered to any student unless the student has a Permission Form on file with the nurse. If your student is not able to swallow a caplet or tablet, you will need to send either a liquid or chewable form of the medication for the nurse to administer.

If your student suffers from asthma and requires an inhaler or special medication, parent/guardians are required to provide the principal or designee a statement or copy of the prescription from the student's physician specifying the name of the medication and its purpose in order for the student to have this medication on his/her person at school while participating in school-sponsored activities, while under the supervision of school faculty/staff members, or while participating in school activities and to administer the medication to him/herself. An Asthma Action Plan needs to be developed and parent/guardian must submit a medical authorization form.

It is the responsibility of the parent/guardian of a student to inform the school of any changes in dosage, time of dispensing, etc. If a question arises about the medication, the parent/guardian will be called for clarification.

Health Concerns and Issues:

Parent/Guardian(s) should inform their student's teachers of any health problems that the student has. These health problems include, but are not limited to, asthma, blood disorders, seizures, food allergies, substance allergies, medication allergies, reaction to bee stings, etc. If a student is on any daily medication for a certain medical condition or has special medication for an emergency-type situation, the school, especially the student's teachers, needs to be aware of these conditions.

Using Prescription Auto-Injectable Epinephrine:

Like asthma medication, a student may carry or possess and self-administer a prescription auto-injectable epinephrine while in school, at a school-sponsored activity, while under the supervision of school personnel, or while in before school or after school care on school operated property. Under Georgia law, however, a student is only permitted to do so if the student's parent/guardian fulfill the following:

- (a) Provide the school with a written statement from a physician appropriately licensed under Georgia law detailing the name of the medication, method, amount, and time schedule by which the medication needs to be taken, and confirming that the student is able to self-administer the auto-injectable epinephrine; and
- (b) Provide the school with a written statement by the parent/guardian consenting to the self-administration, and
- (c) Providing a release for the school nurse or other designated school personnel to consult with the physician regarding any questions that may arise with regard to the medication and releasing the school system and its employees and agents from civil liability if the self-administering student suffers an adverse reaction as a result of self-administering auto-injectable epinephrine.

Notwithstanding the foregoing, a student may be subject to disciplinary action if he/she uses auto-injectable epinephrine other than as prescribed or violates any of the other provisions in this handbook which apply to the possession, use, transfer, or sale of prescription drugs with the auto-injectable epinephrine.

Metal Detectors

All students and visitors will be required to enter through the metal detectors upon arrival. To ensure a smooth and efficient screening process, students should remove their laptops and/or iPads from their personal belongings before passing through the detectors. Additionally, please be aware that student's personal belongings may be subject to search during this process. For more details, please refer to page 25 of the 2024 -2025 Code of Student Conduct and Discipline Handbook.

Mobile Devices and/or Personal Computers

The use of cell phones, electronic communication devices and/or accessories is prohibited for all students at all times during the instructional day, which is defined as the time the student arrives on campus until the end of the school day and/or the time the student leaves campus. The instructional day includes, but is not limited to, class periods, class changes, study halls, and any other structured or nonstructured instructional activity that occurs during the normal school day. Students are not allowed to use cell phones in the common areas, hallways, restrooms, locker rooms or any other areas during the instructional day.

DISCIPLINE: Due to the potential disruption a cell phone and electronic communication devices may cause to the instructional environment and safety of the school, the disciplinary actions and consequences for violation of this rule are as follows:

First Offense: The first offense will result in the electronic device being confiscated, to be picked up by the student or parent at the end of the same school day. The incident will be recorded in the student's discipline record within the student database (e.g., Infinite Campus).

Second Offense: The second offense will result in the electronic device being confiscated, to be picked up by the parent on the Friday following confiscation, at the specific time designated by the school. The incident will be recorded in the student's discipline record within the student database (e.g., Infinite Campus).

Third Offense: The third offense will result in the electronic device being confiscated, to be picked up by the parent on the Friday following confiscation, at the specific time designated by the school. The student will receive one day of in-school suspension (ISS). The incident will be recorded in the student's discipline record within the student database (e.g., Infinite Campus).

Fourth Offense: The fourth offense and thereafter will result in the electronic device being confiscated for ten (10) school days, and the parent must schedule a conference with an administrator to retrieve the electronic device. The student will receive three days of in-school suspension (ISS). The incident will be recorded in the student's discipline record within the student database (e.g., Infinite Campus).

Fifth Offense: The fifth offense and thereafter will result in the electronic device being confiscated for twenty (20) school days, and the parent must schedule a conference with an administrator to retrieve the electronic device. The student will receive five days of in-school suspension (ISS). The incident will be recorded in the student's discipline record within the student database (e.g., Infinite Campus).

Sixth Offense: The sixth offense and thereafter will result in the electronic device being confiscated for thirty (30) school days, and the parent must schedule a conference with an administrator to retrieve the electronic device. The student will receive three days of out of school suspension (OSS). The incident will be recorded in the student's discipline record within the student database (e.g., Infinite Campus).

Seventh Offense: The seventh offense and thereafter will result in the electronic device being confiscated for forty (40) school days, and the parent must schedule a conference with an administrator to retrieve the electronic device. The student will receive five days of out of school suspension (OSS). The incident will be recorded in the student's discipline record within the student database (e.g., Infinite Campus).

NONCOMPLIANCE: All administrators, teachers and/or staff members are authorized to confiscate cell phones, electronic communication devices and/or accessories any time a student is in violation of the Cell Phone/Electronic Communications Device policy. A student's refusal to surrender his/her electronic device(s) to school personnel will be considered noncompliance and insubordination resulting in two (2) days of out of school suspension, and any other forms of discipline deemed appropriate under the circumstances.

Refer to Rule 16: Cell Phones and Electronic Communication Devices Policy in the RCSS Code of Conduct for additional information.

Money

All dues and fees are to be paid online through My School Bucks (www.myschoolbucks.com). Cash is NOT accepted at the school.

If credit card charges returned due to insufficient funds, the person will incur a fee plus the bank's returned check fee at the time.

Parking Decal

A parking decal may be purchased by students who submit required paperwork as outlined by the RCSS. The cost of decals is \$25.00. Once completed and approved, a parking permit will be issued and should be hung on the rearview mirror or visible on the dashboard. This is a yearly requirement. Students are ONLY allowed to park across the street in front of the stadium (directly in front of the school). Students who park in other locations on campus than the designated location and/or do not have a parking permit could risk their car being towed. The school resource office will be conducting random checks starting next week. 8Students parking privileges can be revoked if he/she does not follow the guidelines and/or parking policy.

Parent/Teacher Conferences

Teachers are willing and available to meet with parents on a continuing basis throughout the year. Conferences may be initiated by teachers, parents, guidance counselors, assistant principal, or the principal. Parents are asked to contact Guidance Department to schedule conferences. Conferences are not to be held during instructional time. All visitors are to sign-in and get a visitor's badge at the front office prior to parent-teacher conference. Please sign-out and return the badge before leaving the school. Parent/Teacher Conferences will be scheduled on Tuesdays, Wednesdays, and Thursdays.

Recognition of Student Achievement

There will be a variety of student recognition celebrations throughout the year. These may include, but are not limited to:

Academic Celebrations

Athletic Awards Night

Honors Day

PBIS Celebrations

During honors day, each course will award the student with the **highest** overall average within the course based on grade calculation as of the last day in April as well as identify the student who is most improved.

A or AB Honor Roll – Consist of a student consistently maintaining the A or AB honor roll on the **1st Semester Report Card** and the **Spring Semester Progress Report 1 & 2.**

Other community awards will be awarded by our community partners.

The student with the highest-Grade Point Average (GPA) overall in each graduating class will be awarded the Rank #1 Award.

For seniors only, the second ranking senior will be awarded the Rank #2 Award. Based on the student's GPA calculation after the 1st Semester Report Card will determine the student's rank.

Students receiving the school awards will receive an invitation. Students receiving community awards may or may not receive an invitation as the school doesn't always know the student receiving the award. All students and parents are welcome to attend honors day.

Response to Intervention

The Response to Intervention (RTI) are a regular education, problem-solving process at Laney High School. The RTI committee also known as the Student Support Team (SST) is established to review referrals of students who are experiencing academic and/or behavioral difficulties. The purpose is to provide support to students, parent/guardian(s), and teachers with the outcome being improved student performance. The RTI committee may include an administrator, guidance counselor, regular education teacher, special education teacher, school social worker, parent/guardian, school psychologist, and others, as appropriate for the case under review. The RTI process seeks to identify specific needs of individual students and plan alternative instructional strategies for students prior to or in lieu of referral for special services.

The RTI process is a tiered approach that provides layers of intervention for students needing support. Laney High School RTI process includes several key components:

- A 3-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 utilized with increasing levels of intensity based on progress monitoring.

- The use of a variety of on-going assessment data to determine which students are not meeting success academically and/or behaviorally.

Students requiring interventions to meet individual learning expectations will receive support through a systematic and purposeful process.

Safety

A sincere effort has been put forth to make our school as safe as possible. Protective measures and procedures have been established for the safety of all stakeholders. In order to enhance safety, everyone must abide by the following:

1. All exterior doors and lobby doors are locked.
2. To enter the building, visitors must enter through the front entrance of the building and MUST show ID prior to gaining admittance in the school. From there, visitors may enter the Front Office to sign in and receive a Visitor's Pass.
3. Students will not be released to persons who are not listed on the student's information sheet. Persons picking up students will need to be prepared to show ID.
4. Tornado drills, fire drills and other safety activities are conducted frequently to enhance safety.
5. Blocking the bus area, driveways and fire lanes is restricted.

Accidents

In the event of a serious accident, parent/guardian will be notified immediately. For students' security, it is very important that the front office have updated phone numbers on file at all times. Every effort will be made to render emergency treatment until parent/guardian(s) arrive. However, the school will not be responsible for subsequent treatment.

Fire Drills

State law requires that a fire drill be conducted at least once each month. All drills will be unannounced. At the sound of the alarm bell, students are to leave the classroom/building via designated routes and exits to their class's designated location on the school property. An exit plan is posted in each classroom. Students are to walk quickly, remain calm, quiet, and listen to and comply with the teacher's instructions. Teachers will ensure that all students are familiar with the exit route to be followed in each classroom.

Tornado Drills

Tornado drills will be held at least twice per year. Once a tornado or natural disaster drill has been announced, students are to proceed to the hallway outside the classroom, staying clear of exit doors and glass windows. Each person should crouch on his/her knees with head down facing the wall and hands locked at the back of the neck. Any students that are outside must proceed indoors to a position in the halls outside the classrooms.

Lockdown Drills

Lockdown drills are an important safety precaution and will be announced over the intercom. All teachers and staff are trained in Lockdown procedures to secure the safety of students and staff. It is essential that everyone obeys promptly. Teachers and students will move to designated areas and assume safety positions. Students are to be quiet and follow specific instructions and procedures given by the teachers until the all clear signal sounds. Lockdown Drills are conducted throughout the school year.

Inclement Weather

In the event that school is canceled or delayed due to inclement weather, school closures or delays will be broadcasted on the local news channels as well as announced on our district's website.

School Council

School councils are designed to provide advice, recommendations and assistance, and represent the community of parent/guardian(s) and businesses. The Council must consist of at least seven (7) members. The principal, two (2) teachers, and four (4) parent/guardian(s) will serve on the Council. If you interested in serving on the school council, please contact the principal.

School Social Worker

School social work services are offered to all Richmond County students and families. Requests for services may be made by referral. The school social worker assists both parent/guardian(s) and students with problems related to attendance, health, behavior, economic or social problems and hospital/homebound activities. The school social worker coordinates referrals to other community agencies when necessary.

Smoke Free Environment

Students, staff and all visitors are prohibited from smoking or using tobacco or smokeless tobacco products while on school property during the regular school day or while attending any school sponsored function.

State and Standardized Testing

State mandates require student participation in a wide array of assessments. The purpose of the testing program includes monitoring student progress, assessing program effectiveness, planning for instructional improvement, and making placement decisions for special programming.

Students enrolled in the following courses will be expected to take End of Course Exam (EOC) designed by the Georgia Department of Education: American Literature, Algebra I, U.S. History, & Biology.

Students enrolled in any Advanced Placement (AP) courses will be expected to take the AP Exam designed by College Board.

Students enrolled in Level 3 CTAE Courses: Automotive, Cosmetology, Computer Programming, and Law & Justice will be expected to take the End of Pathway (EOPA) Exam.

Student Deliveries

Student deliveries will not be accepted. This includes birthdays, Christmas, and any other occasion. No cupcakes, cakes, candy, pizza, etc. are allowed. Student to student Valentine Gifts is not allowed and will be confiscated.

Student Searches

Student book bags, lockers, desks, and other school property shall be always subject to inspection and search by school authorities without further notice to students or parents. The Richmond County School System reserves the right to use “walk-through”, “hand-held” metal detectors and “drug or weapon sniffing” dogs at school and during any school function or activity.

Technology

Students have the opportunity to check-out a laptop device to utilize within the classroom as well as at home. Students can be Day Users (allowed to only utilize a device at school) under severe circumstances approved by administration. Students who check-out a laptop must sign an agreement prior to checking out a laptop device. Students are permitted to bring their own laptop device to school (students will be responsible for keeping up with their device). Approved Day Users must turn in a working phone before receiving a day user device. Damage to the devices will result in fines. Failure to pay fines, repeated damage to the device, and/or violation of the RCSS Acceptable Use Policy will result in a student not being allowed to use the device other than at home or during school hours. Students may have their in-school device privileges suspended or revoked.

Telephone

The office telephone is for conducting school business. Students will only be permitted to use the telephone for emergency purposes. Students will not be allowed to use the phone for such things as to have forgotten items brought to the school or to get permission to go home with a friend. Also, arrangements to stay after school for any activity must be made before arriving at school. Students will not be called out of class to receive a phone call. Parent/Guardian may call the front office and leave a message for teachers to return calls during their planning period, but instruction will not be interrupted unless deemed an emergency.

Textbooks, Instruments, and School Property

Textbooks are issued to students at no charge. Students are expected to take reasonable care of textbooks and return the books upon withdrawal or at the end of the school term. Each student is held responsible for his/her textbooks. Band instruments, library books, and other school equipment and/or property should be considered as a loan for the period that you use such equipment or material.

Students who damage, lose, or deface, through willful intent or neglect, textbooks, library books and/or media materials must replace these items at replacement costs. Students are encouraged to keep books covered.

When personally owned or rented instruments or equipment are brought to school, the school cannot assume responsibility for loss or damage. That responsibility remains with the student and parents.

Title I Program

Title I is a federally funded program designed to provide additional educational services in designated schools to students in core curriculum. Laney High School has carefully developed an instructional plan to provide a research-based, well sequenced, and timely improvement program. Parent/Guardian(s) are encouraged to become involved in parental activities held throughout the year. Questions regarding Title I program services may be directed to the Principal, Assistant Principal, Parent Facilitator, or the Program Director at the RCSS Board Office 706-860-1000.

Title IX Notice and Complaint Procedures

Non-Discrimination/ Sexual Harassment

The Richmond County School System (RCSS) is committed to maintaining an educational environment that is free from discrimination and harassment, where all members of the school community are treated with dignity and respect. Accordingly, RCSS does not discriminate on the basis of race, color, national origin, sex, disability, or age in its educational programs and activities and provides equitable access to all educational programs, activities, sports and facilities.

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in education programs or activities operated by recipients of Federal financial assistance. RCSS prohibits discrimination based on sex, including sexual harassment.

Sexual harassment means conduct on the basis of sex that satisfies one or more of the following:

1. An employee of the School System conditioning the provision of an aid, benefit, or service of the recipient on an individual's participation in unwelcome sexual conduct.
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the School System's education programs or activities; or

3. “Sexual assault” as defined in 20 U.S.C. § 1092(f)(6)(A)(v), “dating violence” as defined in 34 U.S.C. § 12291(a)(10), “domestic violence” as defined in 34 U.S.C. § 12291(a)(8), or “stalking” as defined in 34 U.S.C. § 12291(a)(30).

Any student or employee who believes themselves to be discriminated against on the basis of sex should make a report to an administrator or the School Title IX Coordinator. Click here to access the [Complaint Form](#).

Alleged violations will be investigated, and when it is determined that a violation has occurred, prompt appropriate disciplinary action will be taken against persons found to be in violation. These actions include sanctions authorized by law, Board policy, and the Code of Student Conduct and Discipline.

RCSS also prohibits retaliatory behavior or action against persons who complain, testify, assist, or otherwise participate in the complaint process as established by Board policy and the administrative regulations.

RCSS has designated a System Title IX Coordinator who is responsible for coordinating efforts to comply with and carry out the School System’s responsibilities under Title IX. Individuals with a question on Title IX or who would like to file a formal Title IX Complaint should contact:

**System Title IX Coordinator
Dr. Titania Singh, Titania
864 Broad Street
Augusta, GA 30901
(706)826-1000 x 5476
singhti@boe.richmond.k12.ga.us**

Each RCSS school site has a designated Title IX Coordinator for handling complaints of sex-based discrimination, including sexual harassment. Deputy Title IX Coordinators have been designated to handle employee complaints and discrimination complaints related to athletics. A complete listing of Title IX Coordinators is available on the RCSS website, www.rcboe.org. [\[CLICK HERE\]](#)

For additional information, please refer to the discriminatory complaint procedures relative to the following Richmond County School System Policies: Policy GAAA (Equal Opportunity Employment), Policy GAEB (Harassment), Policy IDFA (Gender Equity in Sports) or JCDAAG Bullying, which are located in the School System policy manual that is available on the System web site, www.rcboe.org.

Note: Nothing herein is designed to create rights where not otherwise provided by law. This policy or procedure is not intended to limit the discretionary authority of, or to create any liability for, or create a cause of action against, the Board of Education, or its officers, employees, volunteers or other designated individuals for any act or omission to act related to this policy or procedure. Georgia’s Constitution provides that School System employees are immune from liability when they are performing discretionary functions and they act without malice or intent to cause injury.

Transportation

Changes to student transportation must be submitted in writing and submitted to the front office prior to **fourth period** for verification and approval. Emails or text messages are also acceptable.

Telephone calls will not be accepted except in case of extreme emergencies. In case of an emergency, parent/guardian(s) must speak with an administrator in order for transportation changes to be made over the telephone.

If a written, signed note is not received and no emergency change has been approved, the student will go home the regularly scheduled way.

After School Activities

When students are involved in activities that require after school time, transportation must be arranged in advance. The school provides no transportation for after school club meetings and practices. **Please make arrangements to be picked up on time. Failure to be picked up at designated time may result in suspension from future after school activities.**

Bus Transportation

Students are expected to ride the bus to which they have been assigned and to get off at their assigned bus stop. They will not be allowed to ride another bus to go home with a friend except in serious family emergency situations. **A note must be sent to the school office on the date of emergency to secure permission to ride another bus. Drivers will not allow students to ride an unassigned bus or to get off at a different stop without administrative and parent/guardian approval.**

Visitors/Classroom Observations

ALL visitors must receive permission and a pass from the front office before going to any area of the school when students are present. Visitors will be accompanied by an escort throughout the visitor's duration within the school building. Your cooperation with this is appreciated and expected. Visitors must dress within dress code as outline in the dress code section of this handbook prior to moving pass the front office.

Parent/Guardian(s) are welcome to visit and encouraged to volunteer. Classroom observations are not to interrupt instruction. We ask that parent/guardian(s) give the teacher at least 24-hour notice prior to observing the class so that they communicate if there is a test or other instructional activity that will conflict with the observation. *Classroom Observations should only consist of the parent/guardian(s) only.* Siblings and other small children are not allowed while a parent/guardian visits, observes or volunteers. Parent/guardian(s) are not allowed to interact with students other than their own during these observations. Parent/guardian(s) must refrain from correcting, questioning, or disturbing other students for any reason. It is imperative that instructional time be protected, and it is the intent of the administrators and office staff of Laney High School to do so.

Parent-Teacher Conferences are scheduled by the Guidance Department. Parent-Teacher Conference are held after school. Tuesdays, Wednesdays, and Thursdays have been set aside for Parent-Teacher Conferences.

Volunteers

Parent/Guardian(s) and teachers have a tremendous impact on a student's success in school and in life. When parent/guardian(s) are involved, students achieve more, and they exhibit more positive attitudes and behavior. In addition to volunteering for specific committees, you will be able to sign-up to volunteer at the school and other academic support areas. All volunteers must complete a Mandated Reporter Training, complete Volunteer

Training, and complete a background check (Level 2 and Level 3 volunteers only). If interested or have questions, please contact our Parent Facilitator.

Withdrawal Procedures for Students

Parent/Guardian must notify the guidance office *at least one day before a student is to withdraw*. The enrolling parent/guardian is the only person that can request for the student to be withdrawn from the school. Parent/guardian is asked to notify the school as soon as possible of the student's expected withdrawal date. All textbooks, library books, laptop (if checked out) must be returned, and any outstanding debts to the school must be cleared before the withdrawal can be completed.

