

EAST LAURENS HIGH SCHOOL



STUDENT HANDBOOK

**Dr. Lee Collins
Principal**

**1010 Highway 80 East
East Dublin, GA 31027**

TELEPHONE: 478-272-3144

FAX: 478-609-2175

THIS AGENDA BELONGS TO:

NAME: _____

ADDRESS: _____

PHONE #: _____

Laurens County School District 2022-2023 School Calendar

July 2022					August 2022				
M	T	W	T	F	M	T	W	T	F
				1	1	2	3	4	5
4	5	6	7	8	8	9	10	11	12
11	12	13	14	15	15	16	17	18	19
18	19	20	21	22	22	23	24	25	26
25	26	27	28	29	29	30	31		

September 2022					October 2022				
M	T	W	T	F	M	T	W	T	F
			1	2	3	4	5	6	7
5	6	7	8	9	10	11	12	13	14
12	13	14	15	16	17	18	19	20	21
19	20	21	22	23	24	25	26	27	28
26	27	28	29	30	31				

November 2022					December 2022				
M	T	W	T	F	M	T	W	T	F
	1	2	3	4				1	2
7	8	9	10	11	5	6	7	8	9
14	15	16	17	18	12	13	14	15	16
21	22	23	24	25	19	20	21	22	23
28	29	30			26	27	28	29	30

January 2023					February 2023				
M	T	W	T	F	M	T	W	T	F
2	3	4	5	6			1	2	3
9	10	11	12	13	6	7	8	9	10
16	17	18	19	20	13	14	15	16	17
23	24	25	26	27	20	21	22	23	24
30	31				27	28			

March 2023					April 2023				
M	T	W	T	F	M	T	W	T	F
		1	2	3	3	4	5	6	7
6	7	8	9	10	10	11	12	13	14
13	14	15	16	17	17	18	19	20	21
20	21	22	23	24	24	25	26	27	28
27	28	29	30	31					

May 2023					June 2023				
M	T	W	T	F	M	T	W	T	F
1	2	3	4	5				1	2
8	9	10	11	12	5	6	7	8	9
15	16	17	18	19	12	13	14	15	16
22	23	24	25	26	19	20	21	22	23
29	30	31			26	27	28	29	30

August 1-8, 2022	Teachers Pre-Planning Days
August 9, 2022	First Day for Students
September 5, 2022	Labor Day Holiday
October 10, 2022	Columbus Day Holiday
November 21-25, 2022	Thanksgiving Holidays
December 16, 2022	Half Day for Students and Staff
December 19-Jan 2	Christmas Holidays
January 3-4, 2023	Teacher In-Service
January 5, 2023	First Day 2nd Semester
January 16, 2023	MLK, Jr. Holiday
February 20, 2023	President's Day Holiday
April 3-7, 2023	Spring Break Holidays
May 24, 2023	Last Day of School & Half Day for Students only
May 25-26, 2023	Teachers Post Planning Day
May 26, 2023	ELHS Graduation
May 27, 2023	WLHS Graduation
May 29, 2023	Memorial Day Holiday

Laurens County School District
 467 Firetower Road
 Dublin, Georgia 31021
 Telephone: (478) 272-4767
 Fax: (478) 277-2619
www.lcboe.net

Mr. Clifford Garnto, Superintendent



Beginning of Semester
Pre & Post Planning Days
Staff & Student Holidays
End of Semester

TABLE OF CONTENTS

ADMINISTRATION/ OFFICE STAFF	6
ALMA MATER	
LCBOE MISSION STATEMENT, LCBOE VISION STATEMENT, LCBOE BELIEFS, FEDERAL LAW DISCRIMINATION, PREFACE-EFFECT OF STUDENT HANDBOOK	7
LETTER FROM THE PRINCIPAL	8
BELL SCHEDULES	9
<u>PART I SCHOOL PROCEDURES</u>	10
ABSENCE FROM SCHOOL	
ANNOUNCEMENTS	
ASPEN PARENT PORTAL PROGRAM	
ASSEMBLIES	
ATHLETIC EVENTS	
ATHLETIC ELIGIBILITY	
ATTENDANCE AND GRADUATION	
BACCALAUREATE SERVICE	11
BATHROOMS	
BREAK	
BUS NOTES	
CAR RIDERS	
CHANGING CLASSES	12
CLUBS & ORGANIZATIONS	
CLUB & ORGANIZATION OFFERINGS	
COLLEGE DAY ABSENCES	14
CRITERIA FOR EXEMPTIONS FROM FINAL EXAMS	
EARLY DISMISSALS	15
EMERGENCY SCHOOL CLOSING	
EXTRA CURRICULAR ACTIVITIES	
FIELD TRIPS	
FIRE DRILLS	
FOOD AND DRINKS	
GRADUATION EXERCISES	
GRADUATION REQUIREMENTS	16
HALL PASSES	
HALLS	
HOMECOMING COURT	
HONOR GRADUATES	17
HONORS NIGHT	
HOSPITAL HOMEBOUND SERVICES	
LETTER JACKETS	
LOCKERS	
LOST AND FOUND	
MAKE-UP WORK	
MEDIA CENTER	
MEDICATION	
MOMENT OF REFLECTION	18
MONEY AND VALUABLES	
NEWS/MEDIA RELEASE	
PARENT’S RIGHT TO KNOW/TEACHER QUALIFICATIONS	

OUTSTANDING OBLIGATIONS	
PARENT CONFERENCES	
PARENT PICK-UPS	
PARTICIPATION IN P.E.	
POSTERS AND ANNOUNCEMENTS	
PROGRESS REPORTS	19
PROM	
PROM KING AND QUEEN	
PROMOTION	
REPORT CARDS	
RESPECT FOR EQUIPMENT AND FACILITIES	
SCHOLARSHIPS (CRITERIA FOR BREAKING TIES)	
SIGNING OUT	
STAR STUDENT	20
TARDY NOTES	
TELEPHONE USE	
TORNADO WARNING DRILLS	
VALEDICTORIAN/ SALUTATORIAN	
VALENTINE'S DAY	
VISITORS	
VISITORS (UNRULY)	21
OTHER	
<u>PART II – DISCIPLINARY GUIDELINES FOR STUDENTS</u>	
CODE OF CONDUCT	
AUTHORITY OF THE PRINCIPAL	22
TEACHER AUTHORITY	
PROGRESSIVE DISCIPLINE PROCEDURES	
SEARCHES	23
STUDENT SUPPORT PROCESS	
DEFINITION OF TERMS	24
DEFINITIONS OF DISCIPLINARY ACTIONS	25
IN-SCHOOL SUSPENSION	
ALTERNATIVE SCHOOL	
DETENTION	
LONG TERM SUSPENSION AND EXPULSION	
OUT OF SCHOOL SUSPENSION	
WITHDRAWAL BECAUSE OF DISCIPLINE	
RULES OF CONDUCT AND CONSEQUENCES	
ASSAULT/BATTERY	
BATTERY	
BULLYING	26
CAFETERIA ETIQUETTE	
CHEATING	
CRIMINAL LAW VIOLATIONS	
COMPUTER HACKING	
COMPUTER VANDALISM	
DESTRUCTION OF PROPERTY OR VANDALISM	
DISHONESTY/FORGERY	
DISRESPECTFUL BEHAVIOR	
DISRUPTIVE BEHAVIOR	
DRESS CODE	27
ELECTRONIC DEVICES	
FALSIFYING INFORMATION	

FIGHTING	
GAMBLING OR POSSESSION OF GAMBLING DEVICES	
HARASSMENT	
ILLEGAL SUBSTANCES	
LACK OF COOPERATION	
LEAVING CAMPUS WITHOUT PERMISSION	
OFF LIMITS	30
PE DRESSING AND PARTICIPATION	
PHYSICAL VIOLENCE AGAINST SCHOOL PERSONNEL	
PROFANITY	
PUBLIC DISPLAY OF AFFECTION	
SCIENCE LABS	
SELLING OF ITEMS	
SKIPPING CLASS	
TARDIES	31
TERRORISTIC THREATS OR ACTS	
TEXTBOOKS AND OTHER INSTRUCTIONAL RESOURCES	
THEFT	
THREATS OR THREATENING GESTURES	
TOBACCO/VAPING	
VULGAR MATERIAL	32
WEAPONS	
BEHAVIOR NOT COVERED ABOVE	
<u>BUS PROCEDURES</u>	
LAURENS COUNTY SCHOOLS BUS DISCIPLINE CODES	
MAJOR BUS DISCIPLINE	
MINOR BUS DISCIPLINE	33
<u>PART III – POSITIVE BEHAVIOR INTERVENTIONS & SUPPORTS (PBIS)</u>	
PBIS MISSION & GOALS	34
PBIS BEHAVIOR MATRIX	
PBIS RECONITION CRITERIA	
PBIS BUS BEHAVIOR MATRIX	35
<u>PART IV – TOPICS FOR STUDENTS AND PARENTS OF STUDENTS WITH DISABILITIES</u>	36
CHILD FIND PROCEDURES FOR LAURENS COUNTY SCHOOLS	
DISPUTE RESOLUTION	
GEORGIA SPECIAL NEEDS SCHOLARSHIP	
PROCEDURES WHEN DISCIPLINING CHILDREN WITH DISABILITIES	
<u>PART V – PARENT NOTIFICATIONS (REQUIRED)</u>	39
PARENT INVOLVEMENT	
PARENT’S RIGHT TO KNOW / TEACHER QUALIFICATION	
MIGRANT	
HOMELESS	
LCBOE GIFTED AND TALENTED	40
HB251	
FRAUD, WASTE, ABUSE AND CORRUPTION	
COMPLAINT PROCEDURE	

EAST LAURENS HIGH SCHOOL STUDENT HANDBOOK 2022-2023

Administration

Dr. Lee Collins, Principal
Mrs. Kandy Crutchfield, Assistant Principal
Mr. Jason Thomas, Assistant Principal

Administrative Professionals

Mrs. Carol Baggett
Ms. Melissa Salvatore
Ms. Monica Reed
Mrs. Charlotte White

School Phone

(478) 272-3144

Fax Number

(478) 609-2175

School Address

East Laurens High School
1010 Hwy 80E
East Dublin, GA 31027

School Website

www.elhs.lcboe.net

Instructional Coach

Mrs. Lesli Flanders

RTI/MTSS Coordinator

Mrs. Tina Hester

Media Specialist

Mrs. Alayna Brantley

Counselors

Mrs. Allison Tokar, PSC
Mrs. Julie Washburn, MHC

Graduation Coach

Ms. Cammie Dalley

Social Worker:

Mrs. Summer Faulk

Resource Officer:

Corporal Matt Surine
Deputy Elteon Bivins

Office Hours:

7:30 a.m. to 3:45 p.m.

School Colors:

Black & Gold

School Mascot:

Falcon

Alma Mater

*Mid the wavering pines of Georgia
Neath the bright blue sky,
Stands our noble Alma Mater
East Laurens High.*

*When our cares of life o'er take us,
Let's turn our memories back
Hail to thee our Alma Mater,
Of the Gold and Black.*

LCBOE Mission Statement:

Laurens County Schools are student-centered communities of learners that challenge students to become independent critical thinkers, problem solvers, and contributing citizens.

LCBOE Vision Statement:

Rigor, Relevance, Relationships ... every teacher, every student, every day.

LCBOE Vision Beliefs:

1. Students should be the focus of all decisions.
2. All students deserve a safe, orderly, and nurturing learning environment.
3. All students are capable of learning and succeeding.
4. Student engagement is necessary for learning.
5. Learning should be relevant, rigorous, and student centered.
6. Parental involvement is a key component in the educational process.
7. Schools and communities must have a mutually supportive and respectful relationship.
8. The classroom teacher is the catalyst for learning and is an important factor for student achievement.
9. Schools provide tools and skills for successful lives.
10. Effective school systems adapt to change in a positive, productive manner and view improvement as a continual process.



www.elhs.lcboe.net

*Note: This year's 2022-2023 Student Handbook supersedes all other Student Handbooks. Each student is required to have a handbook. The replacement cost for this handbook is \$10.00.

Federal Law prohibits discrimination on the basis of race, color, or national origin (Title VI of the civil Rights Act of 1964); sex (Title IX of the Educational Amendments of 1972 and the Carl D. Perkins Vocational and Applied Technology Ed Act of 1990); or disability (Section 504 of the Rehabilitation Act of 1973 and The Americans with Disabilities Act of 1990) in educational programs or activities receiving federal financial assistance.

Employees, students, and the general public are hereby notified that the Laurens County Board of Education and East Laurens High School do not discriminate in any educational program or activities or in employment policies.

PREFACE

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

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



EAST LAURENS HIGH SCHOOL

920 U.S. 80 East • East Dublin, GA 31027
Phone (478) 984-4276 • Fax (478) 609-2175

Mr. Ezekiel McWilliams, Guidance Counselor
Mrs. Pamela Lee, Instructional Coach
Mrs. Kandy Crutchfield, Assistant Principal
Mr. Jason Thomas, Assistant Principal
Dr. Lee Collins, Principal

Letter from the Principal

Falcon Family,

It is an honor to welcome you to East Laurens High School. We work hard to provide each and every student with an inclusive, well-rounded, and culturally-relevant educational experience so all students have the opportunity to realize their potential. I am proud to serve as the principal of East Laurens High School. It is a responsibility I do not take lightly.

Even as we move into a new building, we will continue to strive to create a climate of acceptance and a culture of continuous improvement for all students and staff at East Laurens High School. It is our mission to provide the appropriate level of rigor while still being relevant and never forgetting that our people are the most important reason we do what we do. We value collaboration and hard work. We believe our greatest achievements are the accomplishments of the people we serve in the classroom, on the field, and beyond. We expect the 2022-2023 school year to be the best ever.

East Laurens High School is committed to providing all students with quality, equality, and immense educational value. We will accept no less than our students finding success in a very competitive, global society. First and foremost, we provide a safe and positive learning environment. After that, our staff works collaboratively to deliver research-based instructional strategies that meet our students' unique needs and engage them in the learning process.

We are certain we can all achieve more when we work together. Parents and community members, by staying engaged in our children's educational journeys, we increase the likelihood of their success. We ask you stay in touch with us through the East Laurens High School webpage and Facebook page. We are eager to work with you. We are honored and humbled to serve you, your child, and this community.

It is our sincere goal to provide your children with a world-class education that meets their social, emotional, athletic, and academic needs.

Our door is open. We are committed to being visible, accessible, and kind in the truest sense.

Lee Collins
Principal

2022-2023 BELL SCHEDULES**2022 – 2023 ELHS Regular Bell Schedule**

1 st Block	8:00 – 9:30
Break	9:30 – 9:45
2 nd Block	9:45 – 11:15
3 rd Block	11:20 – 1:20
	1 st lunch 11:20 – 11:45
	2 nd lunch 11:50 – 12:15
	3 rd lunch 12:25 – 12:50
	4 th lunch 12:55 – 1:20
4 th Block	1:25 – 2:55

2022 – 2023 ELHS Club Bell Sched.

1 st Block	8:00 – 9:20
Break	9:20 – 9:35
2 nd Block	9:35 – 10:55
3 rd Block	11:00 – 12:55
	1 st lunch 11:00 – 11:25
	2 nd lunch 11:30 – 11:55
	3 rd lunch 12:00 – 12:25
	4 th lunch 12:30 – 12:55
Club/Activity	1:00 – 1:30
4 th Block	1:35 – 2:55

2022 – 2023 ELHS AM Adv. Bell Schedule

Advisement	8:00 – 8:15
1 st Block	8:20 – 9:40
Break	9:40 – 9:55
2 nd Block	9:55 – 11:15
3 rd Block	11:20 – 1:20
	1 st lunch 11:20 – 11:45
	2 nd lunch 11:50 – 12:15
	3 rd lunch 12:25 – 12:50
	4 th lunch 12:55 – 1:20
4 th Block	1:25 – 2:55

2022 – 2023 ELHS PM Adv. Bell Schedule

1 st Block	8:00 – 9:30
Break	9:30 – 9:45
2 nd Block	9:45 – 11:15
3 rd Block	11:20 – 1:15
	1 st lunch 11:20 – 11:45
	2 nd lunch 11:50 – 12:15
	3 rd lunch 12:20 – 12:45
	4 th lunch 12:50 – 1:15
4 th Block	1:20 – 2:45
Advisement	2:50 – 2:55

PART I – SCHOOL PROCEDURES

All school procedures and disciplinary guidelines in this handbook will be upheld by the school administration unless circumstances dictate a change.

ABSENCE FROM SCHOOL (see also MAKE-UP WORK and ATTENDANCE)

When a student is absent from school, the parent or guardian is expected to provide the school with a written excuse upon the student's return.

The note should state:

1. Student's full name
2. The date(s) absent
3. The reason for the absence
4. The parent or guardian's name
5. A telephone number where the parent or guardian may be reached.

Personal illness, family illness, death of a close relative, or other absences approved by the principal are considered excused absences. After being absent, a student must turn in a note to the front office before 8:00 a.m. The student will sign-out upon receiving the excuse from the administration.

ANNOUNCEMENTS

Announcements are given every day. Students are expected to be in their classrooms at 8:00 A.M. prepared to listen to the morning and afternoon announcements. It is the student's responsibility to listen to the announcements and to respond as needed.

ASPEN PARENT PORTAL PROGRAM

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

ASSEMBLIES

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

ATHLETIC EVENTS

Spectators must stay in the gym or stadium during a game at the high school. No loitering outside the gym or stadium grounds will be allowed. Any spectator causing a disturbance at a ball game will be barred from all home games and will be subject to suspension or arrest. Anyone destroying school or personal property, campus property, and buildings will be referred to law enforcement.

ATHLETIC ELIGIBILITY

To be eligible to participate on any athletic team, a student must be on track for graduation. A student is required to pass classes that carry at least 2.5 Carnegie Units counting toward graduation the semester immediately preceding participation with the sole exception of first semester ninth grade students. To be eligible to participate in interscholastic activities, a student must not have reached his 19th birthday prior to May 1st, preceding his year of participation. Students who participate on an athletic team will not be required to take weight lifting as a condition of participation. See the athletic director if you have any concerns.

ATTENDANCE AND GRADUATION

Students are required to complete four years of class time to be eligible for graduation. Students are required to take eight courses in each of the four years and must follow all attendance requirements for all courses in order to meet the eight-semester rule. The graduation requirement for all students is 24 credits.

- Students must also follow all academic requirements. Please speak with the ELHS counselor about your specific graduation requirements.
- Attendance will be taken each day in each class. Students must attend (70) minutes of all classes in order to be considered present. Students will not be penalized for meeting with the counselor, school social workers, or other persons, if the meeting is deemed necessary by the school administration. School sponsored activities do not count against student's attendance, but students must complete make-up work assigned by the teacher.
- After one or more days absent, students are required to bring a note signed by the parent/guardian or a doctor's statement explaining the reason for the absence. Excuses should be presented on the first day a student returns to school BEFORE 8:00 a.m. Excuses will not be accepted after the third day following an absence. If no legal excuse has been brought by the third day, the absence will be considered unexcused.
- After being absent, a student must turn in his/her note to the front office.
- Absences accumulated prior to enrolling at East Laurens High School by transferring students **will count** toward the maximum absences allowed. Students who encounter long-term illnesses may be eligible for the Hospital/Homebound Program and should make application for this program when they anticipate being absent six (6) or more days due to personal illness.

BACCALAUREATE SERVICE

The Baccalaureate Service for graduating seniors is held at a local church on the Sunday before Graduation. Students must wear the ELHS official graduation cap and gown to the service.

BATHROOMS

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

BREAK

Break is at a specified time each day. Please see Bell Schedules. Due to the large number of students in our building, it is imperative that students not stand in the middle of the hall and block traffic flow. Do not leave book bags or any other personal items in the halls. Break is a privilege and it can be taken away.

BUS NOTES

If a student needs to ride another bus home from school, the student must bring a signed note from home. The note must have a phone number where parent can be reached. The note must be turned in to the office **first thing in the morning (before 8:00)** and a Laurens County Bus Form will be issued for that day. Students PLEASE do not wait until time to board the bus to get a bus form.

CAR RIDERS/ PARKING

Students may park their vehicles on school property only in areas designated for student parking. Students must apply to the assistant principal for permission to park a vehicle in the student parking area. Parking permits will cost \$25.00. Vehicles in the parking area without a parking permit are subject to be towed at the owner's expense and may result in a fine or other disciplinary consequences.

- The standard rules of proper use of an automobile will apply at all times. Students who endanger others by improper use of their vehicles will be denied parking privileges. Students must follow all State and Local driving laws. Students should not use the areas set aside for faculty or visitor parking. Students may drive only highway-approved vehicles on campus (no lawnmowers, 4 wheelers, dirt bikes, etc.).
- Students are not allowed to enter the parking lot during the regular school day unless given permission by the principal or assistant principal. Permits must be displayed at all times to park on campus. Violation of this policy will result in disciplinary action.
- Students have 5 minutes to enter and exit the parking lot in the mornings. Students should be out of the parking lot by 3:40 p.m. in the afternoons. All school, county, and state driving laws must be followed at

all times. Students should follow the parking lot lanes and should not cut through the parking lot. Drivers should not cut across the parking lot, make U-turns, weave in and out of lanes, or in any other way endanger students or other drivers. Drivers should follow signs.

* Note: Students will need an attendance verification form from the office before a driver's license test will be administered at the Department of Driver Services.

CHANGING CLASSES

Students should change classes quickly and quietly. Students should take the shortest approved route from one class to the other. Students should not stand around in the middle of the halls or go to their cars. Before school, after break, and after lunch, students should begin moving to their classes when the first bell rings and continue moving to their classrooms. Running in the halls, loitering, and horseplay are not permitted. Please, do not block the hall.

CLUBS & ORGANIZATIONS (School Sponsored)

School sponsored clubs and organizations (excluding competitive interscholastic activities or events) are those under the sponsorship, direction and control of the school that organize and meet for common goals, objectives, and purposes. State law requires that parents have the right to withhold permission for their students to participate in any school sponsored club or organization designated by them. The following school sponsored clubs and organizations will be in operation during this school year, for which information is provided regarding the name of each club or organization, its purpose, faculty sponsor and a description of past or planned activities. You, as the parent/guardian, have the right to withhold in writing your permission for your student's participation in any club or organization. If a club or organization is added during the school year, you will be provided information on the club or organization and your written permission will be required prior to your student's participation. Clubs and organizations will meet after or before school. Some meetings can be held during lunch with prior approval from administration with the sponsor.

Club & Organization Offerings

Anchor Club (not currently offered)

Anchor Club International is an international youth service organization, with hundreds of clubs in schools around the world. Anchor Clubs make it easy for kids everywhere to give back and serve their local & global communities. Regardless of affiliation, size, or composition, one thing is true of all Anchor Clubs: they exist to provide volunteer service to those in need. Heeding the call to "Get AnchorED." Anchor Club members are:

1. **Anchored in community...** With volunteer projects, as diverse as the schools and communities in which they are found. Anchor Club members act where they are needed most: right in their own communities.
2. **Anchored in leadership...** Anchors learn and develop the rewarding skills of service and leadership and a keen awareness of volunteer opportunities that will last a lifetime. Through volunteer service, Anchor Club members learn to become the dynamic leaders of tomorrow.
3. **Anchored in friendship...** Anchor Club service is more powerful when you volunteer with friends, old and new. Serving as part of an Anchor team creates rewarding and fun-filled experiences.
4. **Anchored in benefits...** Anchor Club membership is a stellar addition to any resume or application. Additionally, Anchor Club membership allows eligibility for possible scholarship funds awarded by Pilot International. Anchors have the opportunity to attend Anchor District and International Conventions, Freedoms Foundation, leadership workshops and much more.
5. **Anchored in the future...** Today's Anchors are Tomorrow's Pilots.

Beta Club

The National Beta Club (often called "Beta Club" or simply "Beta") is an organization for 4th through 12th grade students in the United States. Its purpose is "to promote the ideals of academic achievement, character, leadership and service among elementary and secondary school students." ¹Headquartered in Spartanburg, South Carolina, the organization has more than 8,750 clubs nationally and internationally.

Students who are eligible for ELHS Beta Club must have a 90 or better overall average. Beta Club Induction is held during National Beta Club Week each March. Students must be inducted before they are active members. Beta is a service organization which sponsors two major projects each year: a sale to benefit ESP, Inc. (an organization for people with special needs); and a collection drive of can tabs and toiletry items to benefit the

Ronald McDonald House in Macon, Ga. Other activities allow students to accumulate service points during the year. Once inducted, students will remain in Beta all through high school unless their average drops below a 90 for two semesters OR they are put on probation twice. Certain offenses may result in immediate dismissal at the discretion of the advisors.

Family Career and Community Leaders of America (FCCLA)

Family, Career and Community Leaders of America is a nonprofit national career and technical student organization for young men and women in Family and Consumer Sciences education in public and private school through grade 12. Everyone is part of a family, and FCCLA is the only national Career and Technical Student Organization with the family as its central focus. Since 1945, FCCLA members have been making a difference in their families, careers, and communities by addressing important personal, work, and societal issues through Family and Consumer Sciences education.

Fellowship of Christian Athletes (FCA)

The Fellowship of Christian Athletes (FCA) is an international non-profit Christian sports ministry based in Kansas City, Missouri. FCA was founded in 1954. It has staff offices located throughout the United States and abroad. FCA's mission is to present to athletes and coaches, and all whom they influence, the challenge and adventure of receiving Jesus Christ as Savior and Lord, serving Him in their relationships and in the fellowship of the church. Its vision is to see the world impacted for Jesus Christ through the influence of coaches and athletes.

Future Farmers of America (FFA)

The National FFA Organization is an American youth organization, specifically a career and technical student organization, based on middle and high school classes that promote and support agricultural education. Originally founded in 1925 at Virginia Polytechnic Institute, by agriculture teachers, Henry C. Groseclose, Walter Newman, Edmund Magill and Harry Sanders as Future Farmers of Virginia, in 1928 it became a nationwide organization known as Future Farmers of America. In 1988 the name was changed to the National FFA Organization, now commonly referred to as simply FFA, to recognize that the organization is for those with diverse interests in the food, fiber and natural resource industries, encompassing science, business and technology in addition to production agriculture. Today FFA is among the largest youth organization in the United States, with 610,240 members in 7,665 chapters^[6] throughout all 50 states, Puerto Rico, and the Virgin Islands. FFA is the largest of the career and technical student organizations in U.S. schools. There are currently over 40,000 members involved in the Georgia program of this organization.

Interact

Interact is Rotary International's service club for young people ages 12 to 18. Interact clubs are sponsored by individual Rotary clubs, which provide support and guidance, but they are self-governing and self-supporting. Each year, Interact clubs complete at least two community service projects, one of which furthers international understanding and goodwill. Through these efforts, Interactors develop a network of friendships with local Rotary clubs and learn the importance of developing leadership skills and personal integrity; demonstrating helpfulness and respect for others; understanding the value of individual responsibility and hard work; and advancing international understanding and goodwill. As one of the most significant and fastest-growing programs of Rotary service, with more than 33,000 clubs in more than 200 countries and geographical area, Interact has become a worldwide phenomenon. Almost 340,000 young people are involved in Interact.

The ELHS Interact Club participates in multiple community service projects each year. They have a close relationship with the Dublin Rotary Club and partner with them for many events. The Dublin Rotary Club has many leaders in our community and Interact students are able to network with these members, providing invaluable opportunities.

Key Club

Key Club is an international service organization for high school students. As a student-led organization, Key Club's goal is to encourage leadership through serving others. Key Club International is the high school branch of the Kiwanis International family, classifying as a Service Leadership Program and more specifically as a Kiwanis Youth Program. Many Key Clubs are sponsored by a local Kiwanis club.

Future Business Leaders of America (FBLA)

FBLA is the largest student business organization in the world with 250,000 members. The first chapter was established in Johnson City, Tennessee, in 1942. FBLA prepares students for “real world” professional experiences. Members gain the competitive edge for college and career success. FBLA provides innovative leadership and career development programs that bring business and education together in a positive working relationship to achieve results. ANYONE who wants to be a success in the future can join. Membership will provide you with: Career Preparation opportunities; Leadership development and achievement; Outstanding leadership conferences; Over 30 Challenging competitions including web page design, Computer Applications, Business Math, public speaking, job interviews, etc.; Community service experience; Informative publications; Friendship and fun.

PBIS Student Leadership Team

The PBIS Student Leadership Team is comprised of students, chosen by their teachers, which demonstrate exceptional leadership qualities. These students will represent their grade level to ensure that their needs are heard. The PBIS Student Leadership Team aims to create a positive school culture through increased student involvement.

SkillsUSA

SkillsUSA is a United States career and technical student organization serving more than 320,000 high school and college students and professional members enrolled in training programs in technical, skilled, and service occupations, including health occupations. SkillsUSA has more than 300,000 student members nationally, organized into more than 10,000 chapters and 54 state and territorial associations (including the District of Columbia, Puerto Rico, Guam and the Virgin Islands). Membership continues to grow rapidly. Approximately 1 teacher and school administrator serve as professional SkillsUSA members and instructors. Less than 2 corporations, trade associations and labor unions actively support SkillsUSA on a national level through financial aid, in-kind contributions, and involvement of their people in SkillsUSA activities. Many more work directly with state associations and local chapters. SkillsUSA programs include local, state and national competitions. During the annual national-level SkillsUSA Championships, more than 5,400 students compete in -3 hands-on skill and leadership contests. SkillsUSA programs also help to establish industry standards for job skill training in the classroom and is cited as a "successful model of employer-driven youth development training program" by the U.S. Department of Labor.

Technology Student Association (TSA)

The Technology Student Association (TSA) is an international student organization devoted exclusively to the needs of students interested in science, technology, engineering and mathematics (STEM) as well as business education. TSA aims to develop leadership, academic, and business management skills in the workplace among students and leaders within the community. TSA’s membership includes over 300,000 middle and high school students in 2,200 schools spanning 3 countries, making it the second largest CTSO club.

COLLEGE DAY ABSENCES (Seniors Only)

Students must bring documentation from the college and obtain an excuse reading “College Day” for teachers to sign so that work may be made up. The absence will be excused when the documentation is furnished. Students may take a College Day absence only if the following criteria exist: Students have no more than 8 absences per year (or 4 per semester); Students have written permission from the school administration; Students have written parental/guardian permission. Students shall take no more than two (2) college days.

Criteria for Exemption from Final Exams

The following criteria are used to exempt students from final exams:

1. All students must have a 90 average in the subject he/she is seeking to exempt. No exceptions will be granted. All Seniors may exempt with an 80 average second semester. There are no final exams for courses administering an EOC test.
2. A student must have no more than four (4) absences in a class. No exceptions will be granted.
3. A student must not have been suspended (O.S.S.) during the current semester.
4. If a student owes for a textbook, they cannot exempt.

5. A student cannot exempt if his/her name is on the outstanding obligation list.
6. Absences that are a result of school functions or activities will not count against the student.
7. A student must not have exceeded a total of six (6) tardies for a class.
8. If a student qualifies to exempt a class, board policy states he or she must be allowed to exempt.

EARLY DISMISSALS

Early dismissal notes should be turned in to the office before 8:00 a.m. If more than 20 minutes of the class period is missed, the student will be considered absent for that class. Students must sign-out when they check out. If leaving for a medical appointment, the student should present documentation from the physician upon returning. If a student has a job and needs to leave early, he/she must enroll in our work-based learning program. Parents or guardians can check out their children in-person whenever they deem necessary. Parents cannot call and request that students sign themselves out.

EMERGENCY SCHOOL CLOSING

In the event of bad weather conditions, parents/guardians are encouraged to listen to the local radio and television stations or watch the district/school social media pages.

EXTRA CURRICULAR ACTIVITIES (See also FIELD TRIPS)

Extra-curricular activities are a privilege and can be taken away.

FALCON ELITE

The Falcon Elite program is designed to honor the best of the best at East Laurens High School. To be among the Falcon Elite, a student must have an overall 95 average and a 95 average each semester. Ninth graders are eligible at the end of the first semester. In addition to the average requirement, 10th graders must also complete 10 service hours. Eleventh graders must meet the average requirement, complete or have a passing average in 2 rigor courses, and complete an additional 20 hours of school or community service hours. Twelfth grade students must meet the average requirement, complete or have a passing average in 4 rigor courses, and an additional 20 hours of community service for a total of 50 community service hours. Falcon Elite can have no referrals resulting in out-of-school suspension. No more than 5 unexcused absences in a year.

FIELD TRIPS (including club trips)

Students must be in good standings with the office before they can attend any field trips. If a student has missed 5 or more days, approval must be granted by the school administration. No student may attend any extracurricular activities if he/she is suspended.

FIRE DRILLS

Directions for leaving the building during a fire or fire drill are posted in each classroom. Students are requested to become aware of these directions. During a fire drill, students are to follow the directions posted in the classroom and to go quickly to the appointed exit and area on the school campus. The signal given will be the GEMA CODE and an announcement, and/or the fire alarm.

FOOD AND DRINKS

Students may eat and drink in the hallways and/or outside (with permission/ approval) at break. During lunch, students may eat in the lunchroom, but may not take food or drinks out of the lunchroom. Teachers set classroom rules and may confiscate food or drinks brought into the classroom. Administration will support teachers who do not allow food or drinks in the classroom. The principal reserves the right to not allow food or drinks in classrooms at any time for safety reasons or overall cleanliness. Unapproved food deliveries will not be accepted.

GRADUATION EXERCISES

Effective Date: 8/95: To participate in the spring graduation exercises, students must have completed all course requirements as defined by board policy IHF. Those senior students who do not complete their requirements by the spring graduation exercise date will not be able to participate in graduation. All financial obligations must be resolved prior to participating in graduation activities.

The following is information that is needed for graduation day:

1. All money and all fines owed to ELHS must be cleared before students can march. Students must be cleared from the outstanding obligation list.
2. Students must have passed all required classes and be cleared academically for graduation.
3. Students must have no disciplinary action pending in order to participate in the graduation ceremony.
4. Tickets for parents (two per graduate) may be picked up after graduation practice.
5. Diplomas may be picked up immediately after the graduation ceremony in the commons area of the high school. Any student who causes a discipline problem during the graduation ceremony will not receive his/her diploma and will face legal charges and/or fines.

GRADUATION REQUIREMENTS

English: 4 units

Mathematics: 4: units

Science: 4 units

Social Studies: 4 units

Health and PE: 1 unit

CTAE/Foreign Language/Arts: 3 units

Other Electives: 4 units

Total: 24 units

HALL PASSES

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

HALLS

Walk on the Right Side of the hall. Running is not acceptable in the building at any time. Gentlemanly and ladylike behavior is expected in the halls with noise held to a minimum. Loitering in the halls between classes is not allowed. Students are to go directly to their lockers and classrooms and avoid standing in the hall, the middle of the hall, in doorways. Book bags and backpacks should not be left in hallways.

HOMECOMING COURT PROCESS**Part 1: Homecoming**

All students who meet the following criteria will be placed on the election ballot:

1. Candidates must have an academic average of 80 or above;
2. Students cannot be repeating a grade (9-12) and must be on track to graduate with the class in which they entered high school;
3. All students must have clearance from the office (i.e. no suspensions from the previous school year);
4. Student is not eligible for nomination if not enrolled in East Laurens Middle/High School during the previous school term;
5. Candidates for 10th and 11th grade homecoming representative may not have previously served as a homecoming representative.

Part 2: Selection Process

1. All eligible students will be listed alphabetically on a grade specific ballot.
2. Students in grades 9, 10, and 11 will vote for two females and two males to represent their grade.
3. Students in grade 12 will vote for five females and five males to represent their grade.
4. Any elected student has the right to decline the nomination.
5. Homecoming ballot will list all students alphabetically.
6. A second election will be held school wide to determine the Homecoming Queen and King from the list of 12th grade representatives.
7. In the event of a tie, there will be a special election to break the tie.

HOMECOMING ACTIVITIES

All Homecoming activities must be approved by administration. The homecoming dance is usually sponsored by the Sophomore Class. The homecoming dance can held each year at East Laurens High School. All attendees must be current students enrolled at ELHS. The cost of the ticket will be set each year. Each year students must purchase tickets for themselves and their guests. Students should dress in accordance with the ELHS Dress Code. School administration has the right to refuse entry to any individual whose outfit does not adhere to the ELHS

Dress Code. No intoxicating compounds of any kind are allowed. Picture ID may be required for all students at the door.

HONOR GRADUATES

To be an honor graduate, a student must have a 90 or above cumulative grade point average. Final grades will not be rounded.

HONORS NIGHT

Honors Night is held each spring. Invitations will be sent to qualifying students. Students must notify the school if they plan to attend and must dress in accordance with the ELHS Dress Code.

HOSPITAL HOMEBOUND SERVICES

For the Laurens County Board of Education policy on Hospital Homebound Services, please visit the LCBOE website at <http://www.lcboe.net/Content2/6>.

LETTER JACKETS

An athlete will be eligible to receive a letter jacket when they have lettered two consecutive years in their respective sport. The athlete will be required to pay full price online through neffco.com before the order will be placed. The jacket can be in his/her sophomore year if eligibility criteria is met. Senior athletes who letter in a sport may order jackets in their senior year.

LOCKERS

Each student is allowed and advised to rent a locker at the beginning of the school year for \$5.00. Administrators and teachers may make periodic inspections. Students are to use only their own lockers. Lockers should not be shared. All personal items, when not in use, should be kept locked in lockers. Lockers must be cleaned out during the last week of school. Items remaining in lockers on the last day of school will be discarded.

LOST AND FOUND

The office storage area is designated for found articles. Anyone who finds a lost or misplaced article should take the article to the office as soon as possible. Students looking for lost possessions should check with the assistant principal or secretaries. If found articles are not claimed within a reasonable length of time, they will be discarded.

MAKE-UP WORK

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

MEDIA CENTER

The media center is open from 8:00 a.m. until 3:30 p.m. each school day. Times may change at the discretion of administration. Students wishing to use the media center during class time or lunch must have a pass from a teacher. Students may borrow materials for two (2) weeks. Materials may be renewed if another person has not reserved them. If needed materials are checked out, they may be reserved for future use. A student must have a student number to check out materials. Students will be issued overdue notices if materials are not returned when due. Overdue fines will be imposed. Any lost or damaged materials must be replaced at the expense of the borrower.

MEDICATION

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

MOMENT OF REFLECTION

At the beginning of 1st period of each school day, ELHS will conduct a brief period of quiet reflection for no more than 60 seconds with the participation of all the pupils therein assembled.

MONEY AND VALUABLES

Large sums of money or valuables should not be brought to school. Never leave valuable possessions unattended. The school will not be responsible for lost or stolen valuables. Any item that causes an interruption, is against school or state law, or is considered inappropriate for school will be taken from the student and the necessary disciplinary actions will follow. The item may or may not be returned, based on the circumstances involved.

NEWS MEDIA RELEASE

Students may be photographed, videotaped, or interviewed by the news media at school or some school activity or event. Parents/guardians who do not wish to have their child videotaped, photographed, or any of their writing, artwork, or multimedia to be used or publicly published with limited identifying information for any of the outlined purposes above, whether by the Laurens County School System or by the news media, may object in writing within 10 days from the date of enrollment.

OUTSTANDING OBLIGATIONS

All monies owed by students must be paid. Outstanding obligations of seniors must be paid before graduation day if the student is to participate in the graduation ceremonies.

PARENT CONFERENCES

Parents may check the progress of their child using ASPEN. The school registrar is willing and able to help all parents set up their ASPEN account. Parents may set up a conference with one or more teachers or the school counselor by telephoning the school office. Parents may also e-mail faculty members from our web site: www.elhs.lcboe.net.

PARENT PICK-UPS

Laurens County Schools provide free public transportation for county students. The buses arrive at ELHS around 7:45 a.m. in the morning and we expect them to leave around 3:00 pm. in the afternoon. If you choose for your child not to ride the bus, please be advised that you must follow all safety rules when you drive on campus. Parents should pick up their children after buses have loaded and left the campus. Parents may not wait on the bus ramp or drive on the bus ramp until buses have left. Car riders will be dismissed at 2:55 p.m. this is tentative based on bus arrival times. We reserve the right to make adjustments if necessary. Parents should follow all safety signs. Drivers should not cut across the parking lot, make U-turns, or in any other way endanger students. Drivers must follow directions and signs.

PARTICIPATION IN P.E.

If a student is to be excused from P.E., he/she must have a written note from home or from a physician, or in some cases from the principal's office. Notes from home are honored for (3) days only. If a problem will cause a student to miss more than 3 days of P.E., the student should bring a note from a physician. For the sake of good health and comfort, students must dress out for physical education. The physical education faculty determines the appropriate attire for physical education.

POSTERS and ANNOUNCEMENTS

Students must have permission from the school administration before placing posters and announcements in the school. Posters must be related to school sponsored activities only.

PROGRESS REPORTS

Students will receive progress reports after the first four and half weeks of each quarter. These will be given out at school.

PROM

The junior-senior prom is held each year at East Laurens High School. Juniors and seniors must submit a prom guest's name to the prom committee for approval one month before the scheduled prom date for guests who are not students at East Laurens High School. Students should complete the prom guest form. The guest must be at least in the 9th grade and not have any significant behavior problems or criminal record. No students from any alternative school may attend the East Laurens High School Prom. No person who has been expelled from any school may attend the prom. All guests must be 20 years old or younger and be approved by the administration on a case-by-case basis. The cost of the prom will be set each year by the prom committee. Each year both Juniors and Seniors must purchase tickets for themselves and their dates. Students should dress in accordance with the ELHS Prom Dress Code. School administration has the right to refuse entry to any individual whose outfit does not adhere to the ELHS Prom Dress Code. No intoxicating compounds of any kind are allowed at the prom. Picture ID is required for all students.

PROM KING AND QUEEN

To be nominated and serve as Prom King or Queen students must meet the following criteria:

1. A cumulative grade point average of 80 or above
2. No repeated grades
3. No suspension during the current school year or the previous school year
4. Enrolled at ELHS during the current school year and the previous school year

PROMOTION

Students must have earned the following units to be promoted to the next grade: Freshman must earn 5 Carnegie units to be eligible for the 10th grade. Sophomores must earn 12 Carnegie units to be eligible for the 11th grade. Juniors must earn 17 Carnegie units in order to be eligible for the 12th grade.

REPORT CARDS

The homeroom teachers will issue report cards for first, second, and third quarter to the students after the completion of each quarter. Final report cards will be mailed at the end of the school year. It is, therefore, vital that the school have the student's current address.

RESPECT FOR EQUIPMENT AND FACILITIES

Each student is encouraged to assume responsibility for the care of school property. The student may be required to pay for any damage caused to school property. Malicious damage must be repaired or the damaged property replaced at the student's expense. In addition, appropriate disciplinary procedures are invoked in the event that malicious intent is determined.

SCHOLARSHIPS (CRITERIA FOR BREAKING TIES)

If scholarship or financial grants are to be awarded based on class ranking, Valedictorian and/or Salutatorian, and the scholarships or grants cannot be shared among the students tied for those honors, the following criteria will be used in turn to break the ties in class rankings.

(CRITERIA FOR BREAKING TIES)

- A. Numerical average to the 4th decimal place. If tie still exists, then:
- B. Number of honors/AP classes taken. If tie still exists, then:
- C. Scholastic Assessment Tests (SAT) scores.

SIGNING OUT (leaving campus early)

Students should not leave the school campus at any time during the school day except in case of an emergency. Students **MUST receive permission from the office** and **must sign out**. When students return, they must **sign in**.

If a student is sick, the student needs to see the school nurse (or an administrator if the nurse is not available). The student should sign out even if 18 years of age or older. If a student comes in at any time after 8:00 a.m., he or she must sign in. Failure to follow sign-out/sign-in procedure will be considered the same as skipping and will be punished accordingly.

Early dismissal notes should be turned in to the office before 8:00 a.m. If more than 20 minutes of the class period is missed, the student will be considered absent for that class. Students must sign-out when they check out. If leaving for a medical appointment, the student should present documentation from the physician upon returning. If a student has a job and needs to leave early, he/she must enroll in our work-based learning program. Parents or guardians can check out their children in-person whenever they deem necessary. For the safety of students, parents cannot call and request that students sign themselves out.

STAR STUDENT

The senior in the top 10% of the graduating class with the highest SAT Score in one sitting will be named the STAR Student for that school year. The STAR Student will select the STAR Teacher for the year.

TARDY NOTES

When arriving tardy, students must report to the admission area or the office area to receive a tardy note before being admitted to class. Students must sign when receiving a tardy note. After 20 minutes, the student is considered absent for that class. (See discipline section for punishment.)

TELEPHONE USE

Students are not allowed to use the telephone any time during the day unless an emergency arises. All office telephones are reserved for school business. Students will not be called from class to the telephone unless an emergency occurs. Job-related phone calls are not considered emergencies. Parents may call and leave messages with the school secretary. If a student needs to use the telephone for an emergency call, the student must have a note from his/her teacher that period stating the nature of the emergency. The secretary will make the phone call.

TORNADO WARNING DRILLS

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

VALEDICTORIAN/ SALUTATORIAN

The student with the highest class ranking as determined by the highest-grade point average shall be recognized as Valedictorian. The student with the second highest class ranking as determined by the grade point average shall be recognized as **Salutarian**.

(CRITERIA FOR BREAKING TIES)

1. Numerical average to the 4th decimal place. If tie still exists, then:
2. Scholastic Assessment Test (SAT) scores.

In order to be named either Valedictorian or Salutarian, students must complete all graduation endorsement requirements including a foreign language and must have attended high school in the school system for four (4) complete semesters (junior and senior years). Transfer credit used for calculation of highest grade point average shall be accepted only from a high school accredited by the Southern Association of Colleges and Schools (or agency recognized as a regional accrediting agency by SACS). All grades will be calculated based on the Laurens County School System's grading scale.

VALENTINE'S DAY

Valentine's Day is a personal day of private feelings of affection. The day is not a legal holiday and is not recognized by the school as a "free" day. If you must have items sent to school, we will try to give those items out at the end of the day. ELHS does **not** accept any responsibility for lost or damaged gifts. Glass and balloons cannot be taken on the bus.

VISITORS

The Laurens County Board of Education requires all visitors to report to the main office before visiting classrooms, school personnel, or students. Visitors must obtain a ELHS visitor's pass from the office and wear it so that it is easily viewed. Upon terminating visitation, the pass must be returned to the office. A visitor is anyone who is not employed by the Laurens County Board of Education or currently enrolled student of East Laurens High School. Returning students or graduates must have made arrangements with the teacher or staff member. The teacher or staff member must communicate the information with administration and the receptionist.

UNRULY VISITORS

Most visitors are good, respectful people, and we regret that this procedure has to be in the school handbook. However, disruptive or hostile visitors cannot be tolerated. Visitors who become rude, hostile, abrasive, or in any way aggressive toward students, other parents, teachers, administrators, or any staff members will face legal charges and may be fined up to \$500.00 (Code 1981,20-2-1182), enacted by Georgia Law 1989, p. 1394, 1.) All threats will be taken seriously, including phone calls, e-mails, and letters, and will result in necessary legal action. School is a place of learning, not a place to vent personal frustrations. Please remember, coming to school is a privilege, not a right.

OTHER

Due to the vast number of state, local and school policies, it is impossible to cover all possible concerns. Parents who have questions should come by the school. The school web site is an excellent source of information.

PART II - EAST LAURENS HIGH SCHOOL CODE OF CONDUCT

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

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

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

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

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

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

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

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

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

personnel to hear parents' concerns and comments. Parents and students should contact the principal of the school if specific questions arise related to the Code of Conduct.

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

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

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

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

Authority of the Principal

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

Teacher Authority

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

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

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

Progressive Discipline Procedures

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

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

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

- Warning and/or counseling with an administrator or counselor
- Loss of privileges
- Time out
- Temporary removal from class or activity
- Notification of parents
- Parent conference
- Detention
- Suspension or Loss of driving privileges
- Behavior Contract
- Temporary placement in an alternative education setting
- Out of School Suspension (OSS)
- In School Suspension (ISS)
- Referral to a Tribunal for long-term suspension or expulsion (OCGA 20-2-750)
- Suspension/expulsion from the school bus
- Corporal Punishment

-Referral to law enforcement or juvenile court officials: Georgia law requires that certain acts of misconduct be referred to the appropriate law enforcement officials. The school will refer any act of misconduct to law enforcement officials when school officials determine such referral to be necessary or appropriate.

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

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

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

Searches

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

Student Support Processes

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

Definition of Terms

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

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

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

1. Causes another person substantial physical harm within the meaning of Code Section 16-5-23.1 or visible bodily harm as such term is defined in Code Section 16-5-23.1;
2. Has the effect of substantially interfering with a student's education;
3. Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
4. Has the effect of substantially disrupting the orderly operation of the school.

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

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

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

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

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

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

Extortion: Obtaining money or goods from another student by violence, threats, or misuse of authority.

Fireworks: The term "fireworks" means any combustible or explosive composition or any substance or combination of substances or articles prepared for the purpose of producing a visible or audible effect by combustion, explosion, deflagration, or detonation, as well as articles containing any explosive or flammable compound and tablets and other devices containing an explosive substance.

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

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

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

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

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

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

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

Weapon: The term weapon is defined as any object that is or may be used to inflict bodily injury or to place another in fear for personal safety or well-being. The following weapons are prohibited: (1) Guns, rifles, shotguns, firearms, explosive devices and similar weapons; (2) Any hazardous object, including but not limited to or any dirk, any bat, club, or other bludgeon-type weapon; any stun gun or Taser; bowie knife, switchblade knife, ballistic knife, any other knife having a blade of two or more inches, straight-edge

razor or razor blade; spring stick, metal knucks, chains, blackjack, or any flailing instrument consisting of two or more rigid parts connected in such a way as to allow them to swing freely, which may be known as a nunchaku, or fighting chain, throwing star or oriental dart, or any weapon of like kind.

DEFINITIONS OF DISCIPLINARY ACTIONS ALTERNATIVE PLACEMENTS:

In-school suspension: is an alternative to out-of-school suspension or expulsion. ISS: Isolates disruptive, misbehaving students from their peers in a controlled setting; Assists students in continuing academic progress on classroom assignments; Directs students' attention to appropriate behavior by identifying inappropriate behavior; Identifies needs for counseling and recommends counseling services for students who need help with social adjustment skills; Is used for repetitive or serious behavior problems. Any disruptions, failure to follow ISS rules or failure to attempt work in ISS will result in out-of-school suspension. If any time is owed in ISS after school is out, it is left to the discretion of the administration as to how the time will be made up.

Alternative School: The removal of a student from normal day classes at a Laurens County High School and the assignment to an alternative education program is a consequence that may be considered by a disciplinary tribunal. This assignment will be at the tribunal's discretion, but will be for no less than a FULL SEMESTER with demonstrated success.

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

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

LONG-TERM SUSPENSION & EXPULSION: For the purpose of conducting certain student discipline hearings, as defined below, rendering a decision and imposing punishment, the LCBOE has adopted Policy JCEB, which is available on the district's website.

OUT-OF-SCHOOL SUSPENSION: (OSS) OSS is temporary removal of the student from the school campus, classes and all school-sponsored activities. OSS is an excused absence and work missed may be made up. However, the work is due on the day the student returns to school.

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

RULES OF CONDUCT^{SEP} AND CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR

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

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

- **Battery:** Including sexual battery of other students, or persons attending school-related functions: Possible referral to a disciplinary tribunal and to law enforcement if a student is alleged to have committed battery upon another student or a person attending a school-related function. Student may receive 10 days out of school (OSS) and juvenile complaint may be filed.
- **Bullying:** Georgia law mandates that upon a finding by a disciplinary tribunal or hearing officer that a student in grades 6-12 has committed the offense of bullying for the third time in a school year, the student shall be assigned to an alternative school. (OCGA 20-2-751.4)
- **Cafeteria Etiquette:** Students are expected to observe appropriate table manners while eating, including clearing their place at the table and surrounding area when finished. Students may not leave the table until given permission to do so by the cafeteria monitor. All students at a table are responsible for the condition of the table and surrounding floor. Consequences may include: clean up, assigned lunch seat, and ISS/OSS.
- **Cheating:** Plagiarism, cheating, or copying from another student either on paper or computer, on tests, classroom work, homework or exams will not be tolerated. No cell phones, mp3 players, or electronic recording devices will be allowed during class exams. Consequences may include a grade of 0, parent contact and ISS/OSS. Any student accused of an act of plagiarism may appeal to the administration. Administration reserves the right to offer the student an alternate assignment.
- **Criminal law violations:** A student who has committed a violation of the criminal laws and whose presence on the school campus may endanger the safety of other students or cause substantial disruption to the school operation may be subject to disciplinary action, including in-school suspension, short term suspension and referral to a disciplinary tribunal.
- **Computer Hacking:** defined as intentionally accessing a computer, network, or peripheral device without authorization or which exceeds authorized access. This includes, but is not limited to, visiting inappropriate websites. Violations which compromise any level of security for individual user accounts or any school networks will result in 5-10 days of OSS, possible disciplinary tribunal, and could result in criminal prosecution.
- **Computer Vandalism:** defined as altering in any way the physical components of any computer system or network which belongs to Laurens County Schools. Depending on the severity of the offense, the consequences can range from ISS/OSS to criminal damage of property charges. Full restitution must be made for equipment that is irreparably damaged.
- **Destruction of Property or Vandalism:** The consequences for destruction of property, theft or vandalism will be at the discretion of the administration and may include ISS or OSS. Full restitution is expected.
- **Dishonesty / Forgery:** Forging a note to check out or as an excuse for absences and giving other false information to school employees may result in parent contact, ISS or other suspension deemed by the administration. Falsifying, misrepresenting, omitting, or erroneously reporting information regarding instances of alleged inappropriate behavior by a teacher, administrator, or other school employee toward any student is a punishable offense. Any student (or parent or friend of a student) who believes a student has been the victim of an act of sexual abuse or sexual misconduct by a teacher, administrator or other school system employee is urged to make an oral report of the act to any teacher, counselor or administrator at his/her school.
- **Disrespectful Behavior/Insubordination:** Any student who is discourteous, insubordinate, ill-mannered or fails to identify himself/herself correctly when asked by a teacher, administrator, substitute teacher, or staff member during the school day or at a school event will receive disciplinary action.
 - **First Offense:** One day of ISS
 - **Second Offense:** Two days of ISS

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

** If the student cannot or refuses to change clothes on the 1st and 2nd offense they will serve ISS.

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

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

Any student whose dress is in question should be referred to an administrator for a decision. If required, the administration may ask a student to turn a shirt/blouse inside-out if the garment contains writing or an image that is inappropriate for school.

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

- **Electronic Devices:** Cell phones and other electronic devices are permitted on campus. However, the use of cell phones during class time is prohibited unless directed by a teacher. The following policy guidelines are provided in order to mitigate the disruptive factor that cellular phones can be to the school setting:
 - Electronic devices may be in the possession of a student at any time, but may not be in use (which includes power on) from 8:00 am until 2:55 pm. Limited use during lunch, break, and class changes may be authorized at the discretion of the administration. At no time can students walk inside the school while talking on a cellphone. If phone use is necessary there is always a place for students to contact parents.
 - Cell phones and other electronic devices may be additionally used for educational purposes when approved by the administration. If cellular phone use is permitted by the administration, phones may only be used for educational purposes only while under the direct supervision of a teacher.

Failure to comply with the aforementioned policy could result in the following consequences:

- **1st offense:** Cell phone or electronic device may be confiscated and surrendered to a parent/guardian before 7:45am or after 3:15pm with a student, parent, and administrator endorsement of the electronic device agreement.
- **2nd offense:** Cell phone may be confiscated and returned to the student after three (3) school days. If the third day falls on the weekend, the phone may be returned the following Monday.
- **3rd offense:** Cell phone may be confiscated and returned to the student after one calendar week – five (5) school days. If the fifth day falls on the weekend, the phone may be returned the following Monday.

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

- **Falsifying information:** Falsifying, misrepresenting, omitting, or erroneously reporting information regarding instances of alleged inappropriate behavior by a teacher, administrator, or other school employee toward a student. Consequences will be determined based on severity of the offense.
- **Fighting:** Fighting at school or at school activities is a serious offense and will not be tolerated by LCBOE.
 - **First Offense:** 3 days out of school suspension (OSS) for all parties involved in the fight and the students will be placed on a behavior contract. Also, the student(s) may have charges filed.
 - **Second Offense:** Suspended until tribunal hearing. The student(s) will go before a tribunal hearing panel for possible alternative school placement, long-term suspension, or expulsion. Also, the student(s) may have charges filed.
- **Gambling or possession of gambling devices**
 - **First Offense:** 2 days ISS
 - **Second Offense:** 3 days ISS
 - **Third Offense:** 2 days OSS
- **Harassment:** It is the policy of the Laurens County School District that racial, sexual, physical, verbal, or other forms of harassment or discrimination are strictly forbidden. Any student or employee who believes he or she has been subjected to harassment or discrimination by other students or employees of the school district based upon his or her race, color, religion, national origin, age, disability or sex should promptly report the same to the principal of their school. The principal will implement the board's discriminatory

complaints or harassment procedures. Students are encouraged to report harassment or discrimination to their school counselor or to a teacher or a school administrator. Students and employees shall not be subjected to retaliation for reporting such harassment or discrimination. All allegations of harassment shall be fully investigated and immediate and appropriate corrective disciplinary action shall be initiated. A substantiated charge against a student shall subject that student to disciplinary action including suspension, expulsion, and/or recommendation for applying to Alternative School.

- Any behavior based on a student's race, national origin, sex, or disability that is unwelcome, unwanted, and/or uninvited by the recipient is prohibited, including verbal or non-verbal taunting, physical contact, unwelcome sexual advances, request for sexual favors and other verbal or physical contact of a sexual nature.
 - **Minor Offense** – (as determined by ELHS Administration) will result in parental contact, documentation of the case and other disciplinary actions as needed. Legal charges may be made. If offense occurs again, the student will be suspended for three days.
 - **Major Offense** – (as determined by ELHS administration) will result in suspension until tribunal hearing can be held. The parents of the harassed student and/or school administration may make legal charges.
- **Illegal Substances:** Use of illegal drugs or improper use of any other substances, including alcohol, are not allowed on campus.
 - (A) In order to provide a safe, healthful learning environment for the students of the Laurens County School System and recognizing that the use of drugs and the unlawful possession and use of alcohol is wrong and harmful, a student shall not: possess, attempt to possess, sell, use in any amount, distribute or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturates, marijuana, drug paraphernalia or alcoholic beverage or other intoxicant; possess, distribute, attempt to sell or sell substances represented as drugs or alcohol; sell, attempt to sell, distribute or abuse the lawful use of a prescription medicine or over-the-counter drug.
 - (B) Prescription medicine, inhalers and over-the-counter medicines used for illness must be kept in their original containers and registered with the nurse until consumed. It is a violation of Georgia's Controlled Substance Act for them to be removed from their original containers. Each school shall include in its student handbook procedures for maintaining and dispensing medications at school for those students who must take the medication during the school day.
 - (C) Look-alike drugs will be treated in the same manner as illegal substances.
 - (D) All suspected cases of violation of these rules shall be reported by school staff members to the school principal and/or his/her designee.
 - (E) Any student accused of violation of these rules shall be afforded due process procedural rights and upon determination of guilt will be subject to disciplinary sanctions, up to and including expulsion. Notification of parents or guardians and referral to the appropriate law enforcement agency for prosecution is mandatory by law.
 - (F) Students whose property or person has been determined by sheriff's department personnel to have concealed an illegal substance will be punished. Students distributing drugs will be automatically suspended, recommended for a tribunal hearing and referred to the sheriff's department.
 - **First Offense:** 10 days of OSS or Referral to Tribunal Hearing
 - **Second Offense:** Suspension until Tribunal Hearing
- **Lack of Cooperation:** Any student that fails to comply with direction from an ELHS staff member will be deemed uncooperative.
 - **First Offense:** Warning
 - **Second Offense:** 2 days of ISS
 - **Third Offense:** 3 days of ISS
- **Leaving campus without permission:** A student who leaves school without following the proper checkout procedures will be considered to be skipping school. If a student comes on campus for any reason during the day and leaves campus without proper approval, he/she will also be considered to be skipping school. A

student who is absent from school without his/her parents' or guardians' knowledge and permission will also be considered to be skipping school.

- **First Offense:** 3 days ISS/Loss of driving privileges
 - **Second Offense:** 5 days ISS/Loss of driving privileges
 - **Third Offense:** 3 days OSS/Loss of driving privileges/Behavior Contract
 - **Fourth Offense:** 5 days OSS/Loss of driving privileges
- **Off Limits:** The parking lots at ELHS are off limits during the school day. If a student needs to be in the parking lot after arriving at school for any reason, a note or pass must be obtained from an administrator. As soon as students arrive at school, they should secure their vehicles and enter the building through the main entrance. Students are to report to the commons area or the gym upon arrival and remain until first bell. During the school day, students are not to be in any area of the campus unless they are with a member of the faculty or staff. All students are to exit the premises by or before 3:30 p.m. each school day. Any student on campus after school must be under the direct supervision of a member of the faculty or staff.
 - **First Offense:** Warning
 - **Second Offense:** 2 days of ISS
 - **Third Offense:** 3 days of ISS
 - **P.E. Dressing and Participation** – Students will be expected to dress at East Laurens High School in appropriate physical education clothing each day that abides by the school dress code. This includes the correct shirt, shorts, and proper athletic shoes. Students with absences will be allowed to make up their work. Students should see their instructor as to what is required to make up their work.
 - **Physical violence against a teacher, school bus driver, or other school personnel:**
 - (1) Immediate suspension and automatic referral to the disciplinary tribunal if a student is expelled for the remainder of the student's eligibility to attend public schools for acts of physical violence found by a tribunal to have intentionally made physical contact which causes physical harm to another unless such physical contact or physical harm was in defense of himself or herself, as provided in Code Section 16-3-21; or, the Board may authorize the student to attend alternative school for the period of expulsion.
 - (2) Possible punishments may include expulsion, long-term suspension, or short-term suspension for students found by a tribunal to have intentionally made physical contact of an insulting or provoking nature with the person of another.
 - **Profanity:** Profanity, offensive or inappropriate language should not be used at school, in class, on school grounds, or at school activities. The use of profanity or vulgar gestures toward a staff member will not be tolerated and will be treated severely at the discretion of the administration and will result in:
 - **First Offense:** 1 day ISS
 - **Second Offense:** 2 days ISS
 - **Third Offense:** 3 days ISS/Behavior Contract
 - **Public Display of Affection:** Both male and female students at school or school-sponsored events should conduct themselves in a mature and responsible manner. Students shall have no physical contact with others that would be considered inappropriate or sexually suggestive.
 - **First Offense:** Warning
 - **Second Offense:** 1 day ISS
 - **Third Offense:** 2 days ISS
 - **Fourth Offense:** 3 days ISS
 - **Science Labs:** Science teachers will list specific procedures to follow in order to ensure safety in the labs. Failure to follow safe laboratory procedures during science class according to teacher's directions will result in suspension.

- **Selling of items:** other than those approved by the Laurens County Board of Education and East Laurens High School is prohibited on campus.
- **Skipping Class/Homeroom/Assembly:** A student who skips a class during the school day will receive a “0” for that day in the subject missed. A student who is doing work for another teacher or is in another area other than his designated classroom (such as the restroom) without permission from his teacher or an administrator will be considered skipping. Students who leave their classroom during class time for any reason will make up the time missed in class at their teacher’s discretion at break, before or after school, or during lunch break. Any student out of class FOR ANY REASON during the school day must have permission from a teacher entered on the sign out page of his/her agenda book. Sick in the restroom without notification is skipping class. Being more than 5 minutes late to class is skipping class.
 - **First Offense:** 1 day ISS
 - **Second Offense:** 3 days ISS
 - **Third Offense:** 5 days ISS/Behavior Contract
 - **Fourth Offense:** 3 days OSS/Tribunal
- **Tardies:** A student is expected to be punctual to school and to classes. Being on time demonstrates a sense of personal responsibility as well as a respect for the educational process.
 - **1st Tardy:** Warning
 - **2nd – 3rd Tardy:** Classroom teacher may give a warning or assign consequences.
 - **4th – 5th Tardy:** 1 day After-School Detention
 - **6th – 8th Tardy:** 1 Day ISS
 - **9th – 11th Tardy:** 2 Days ISS
 - **12 or more:** OSS Until Parent Conference and Behavior Contract
- **Terroristic threats or acts:** activating a fire alarm under false pretenses, making a bomb threat, or prank 911 calls will result in out of school suspension, disciplinary tribunal, and criminal charges.
- **Textbooks and Other Instructional Resources:** Students are responsible for the care and protection of textbooks, library books, and other instructional resources, including electronic devices, issued by the district. Failure or refusal to pay for a lost or damaged textbook, library book, or other instructional resources at the replacement cost may result in:
 - (1) Refusal to issue any additional textbooks, electronic devices, library books, or instructional materials until restitution is made; or
 - (2) Withholding of all report cards, certificates of progress, or the privilege of participating in the graduation ceremony until restitution is made
 - (3) Placed on the Outstanding Obligation List
- **Theft:** consequences may include suspension, disciplinary tribunal, and criminal charges
- **Threats or threatening gestures:** verbal or written, toward any member of the student body or school personnel will be treated severely at the discretion of the administration.
 - **Minor Offense:** (as determined by ELHS Administration) will result in parental contact and/or corporal punishment or ISS.
 - **Major Offense:** (as determined by ELHS Administration) will result in parental contact and long term ISS, suspension, or tribunal hearing.
- **Tobacco/Vaping:** East Laurens High School is a tobacco-free campus. Tobacco is illegal for a minor to buy. Possession or use of tobacco products or smoking paraphernalia, including lighters, cigarettes, pipe tobacco, snuff, rolling paper, pipes, and chewing tobacco will not be tolerated. Any student in possession of any tobacco products will be sent home as outlined below, will be subject to daily searches, and may be required to report on tobacco-related illnesses.
 - **First Offense:** 1 day OSS

- **Second Offense:** 2 days OSS and the student will be placed on a behavior contract
- **Third Offense:** Suspended until a tribunal hearing. The student(s) will go before a tribunal hearing panel for possible alternative school placement, long-term suspension, or expulsion.
- **Vulgar Material:** The use of vulgar materials or possession of vulgar materials will not be tolerated. This could include sayings or writings on clothes. Consequences are at the discretion of the administration.
- **Weapons:**
 - Students found with a firearm, explosive device, or similar weapon, as described in paragraph 1 of the weapons definition of this handbook, in their possession will be subject to expulsion from school, referral to law enforcement. Students who possess such weapons on campus will be subject to a minimum of a one calendar year suspension and will be referred to law enforcement officials. (OCGA 20-2-751.1)
 - **All offenses: 10 days OSS/Tribunal/Juvenile Charges**
 - Students who possess hazardous objects as described in paragraph 2 of the weapons definition of this handbook, will be subject to discipline determined by the principal to be appropriate, based on the seriousness of the offense, the age of the student and other relevant factors. Such punishment could include in school or out-of-school suspension or referral to a tribunal.

Behavior Not Covered Above:

The school reserves the right to punish behavior which is not deemed appropriate by the administration, even though such behavior is not specified in the preceding written rules. Punishment of such behavior will be at the discretion of the administrative staff. Any action that interferes with learning will not be allowed. GA Code 20-2-1181 states that it is unlawful for any person to disrupt or interfere with the operation of any public school. This includes but is not limited to, continued classroom disruptions by a student. Any student who continually or severely disrupts a classroom and teaching time will not only be suspended from school, but may also face criminal prosecution under this law.

Laurens County Schools Bus Discipline Codes

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

- Observe the same conduct as in the school setting.
- Be courteous; use no profane language.
- Do not eat on the bus.
- Keep the bus clean.
- Cooperate with the driver. The driver is authorized to assign seats.
- Do not infringe on the rights of others.
- Stay in your seat while the bus is in motion.
- Keep head, hands, and feet inside the bus.
- Do not throw objects in or out of the bus. (Discretion may be used as to the severity).
- Students should remain quiet at all railroad crossings.
- Use electronic devices appropriately (remove earbuds when entering/exiting the bus; refrain from the use of phone for phone calls, photography, videoing; refrain from viewing/sharing inappropriate content; use earbuds when music or sound is emitted from device).
- Refrain from the use of lasers, flashes, or other reflective devices that might interfere with the driver's operation of the bus
- Flowers and balloons should not be brought on the school bus.

MAJOR BUS DISCIPLINE:

- Fighting on the bus (suspension from bus AND school in middle and high school)
- Verbal assault or being disrespectful to bus driver or school personnel
- Possession of tobacco products, lighters, or matches
- Vulgar language
- Undue sexual familiarity
- Harassment of other students or bus driver
- Disrespectful conduct toward students
- Bullying
 - **First Offense** Suspended from the bus for three days.
 - **Second Offense** Suspended from the bus for five days.
 - **Third Offense** Suspended from the bus until a tribunal hearing is held.

MINOR BUS DISCIPLINE

The Laurens County School System provides bus transportation. It is a service to the community by the school system. Students are expected to conduct themselves properly at all times. Any activity that will distract from safe handling of the bus is to be avoided.

School administrators will handle any infractions per driver's request following progressive discipline procedures. A student's failure to comply with bus expectations could result in suspension from the bus, corporal punishment (K-8), or loss of bus riding privileges for a period of time. If the behavior is not corrected, a tribunal may be held to consider the loss of riding privileges indefinitely.

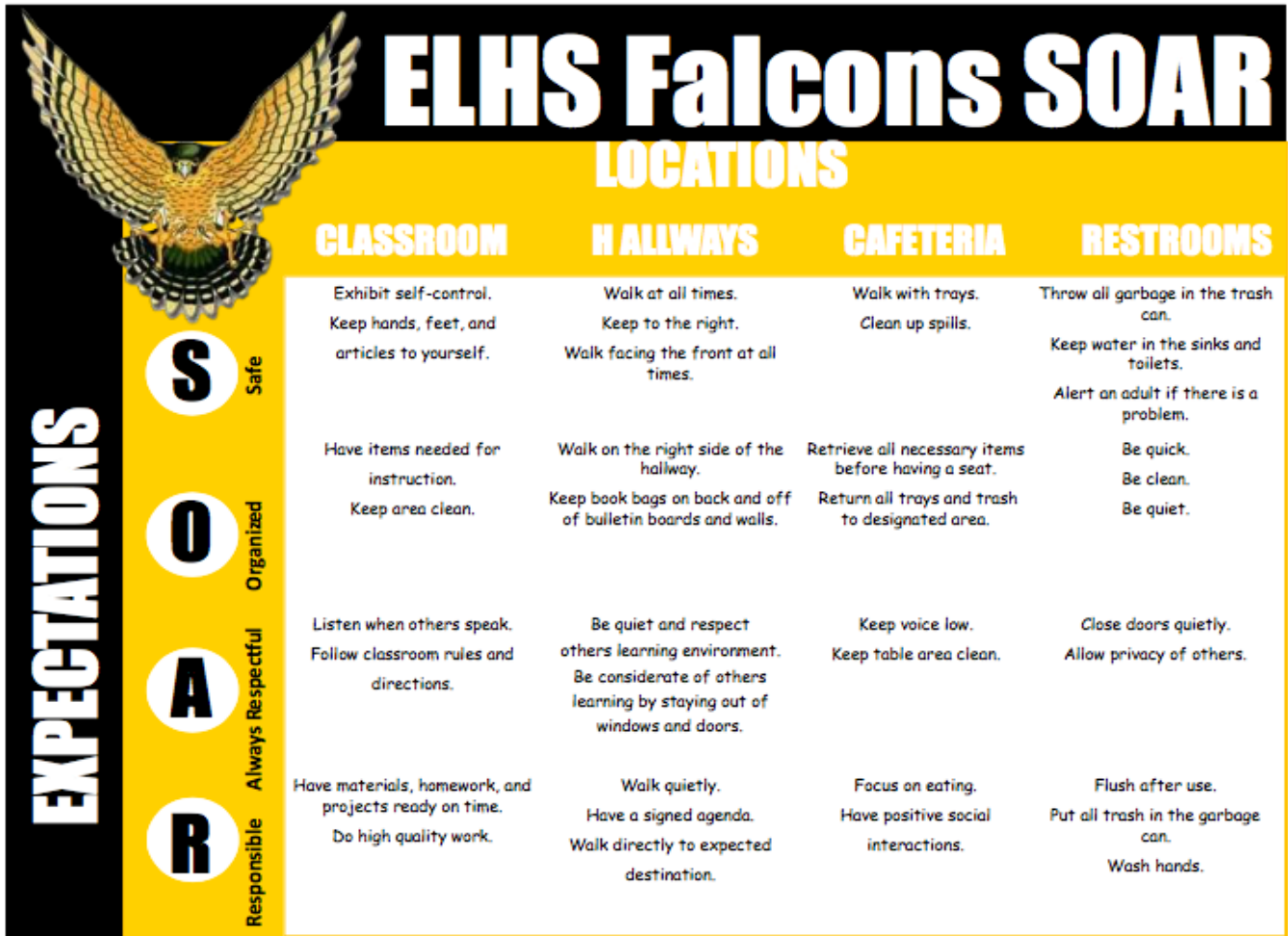
Administrative discretion may be used in any of the following offenses:

- Vandalism of a school bus (burning, cutting, punching holes in seats, etc.) will result in suspension from the bus until damage amount is paid.
- Possession of any weapon or objects used as a weapon, other than a firearm, will result in suspension from the bus until a parent conference or tribunal hearing is held, along with appropriate criminal charges being filed.
- Possession of any firearm, drugs, or alcohol will result in suspension from all buses and school, until a tribunal hearing is held. Such cases may be turned over to law enforcement officials.
- When a student is suspended from riding the bus, written and/or verbal contact must be made with the parent. When a student is suspended from the bus, he is suspended from all Laurens County buses. If a student is caught riding any bus while suspended that student will receive 5 additional days suspension from bus privileges.

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

PBIS Mission: The mission of the East Laurens High School PBIS team is to create and maintain an effective learning environment by establishing behavioral supports and the social culture needed for all students in our school to achieve social, emotional, and academic success.

PBIS Matrix:



The image shows a PBIS Matrix for ELHS Falcons. At the top, it says "ELHS Falcons SOAR LOCATIONS". Below this, there are four columns representing different locations: CLASSROOM, HALLWAYS, CAFETERIA, and RESTROOMS. On the left side, there is a vertical banner with the word "EXPECTATIONS" written vertically. To the right of this banner are four rows, each corresponding to a letter in "SOAR": S (Safe), O (Organized), A (Always Respectful), and R (Responsible). Each cell in the matrix contains specific behavioral expectations for that location and category. At the top left of the matrix is an illustration of a falcon with its wings spread.

		ELHS Falcons SOAR			
		LOCATIONS			
		CLASSROOM	HALLWAYS	CAFETERIA	RESTROOMS
EXPECTATIONS	S Safe	Exhibit self-control. Keep hands, feet, and articles to yourself.	Walk at all times. Keep to the right. Walk facing the front at all times.	Walk with trays. Clean up spills.	Throw all garbage in the trash can. Keep water in the sinks and toilets. Alert an adult if there is a problem.
	O Organized	Have items needed for instruction. Keep area clean.	Walk on the right side of the hallway. Keep book bags on back and off of bulletin boards and walls.	Retrieve all necessary items before having a seat. Return all trays and trash to designated area.	Be quick. Be clean. Be quiet.
	A Always Respectful	Listen when others speak. Follow classroom rules and directions.	Be quiet and respect others learning environment. Be considerate of others learning by staying out of windows and doors.	Keep voice low. Keep table area clean.	Close doors quietly. Allow privacy of others.
	R Responsible	Have materials, homework, and projects ready on time. Do high quality work.	Walk quietly. Have a signed agenda. Walk directly to expected destination.	Focus on eating. Have positive social interactions.	Flush after use. Put all trash in the garbage can. Wash hands.

PBIS Recognition

	Recognition	Criteria and Description
Monthly	Student of the Month	Description: Students can be nominated by their teacher for consistently demonstrating the SOAR expectations.
Each 9 Weeks	4 for 4	Description: This is an opportunity for eligible students to receive a special treat. Students will bring their report cards at the designated time to receive their four treats. Criteria: Students must pass all four classes for that 9 weeks grading period.
	Athletic Pass	Description: This is an opportunity for students to obtain free admittance to selected sporting events. Criteria: The student must be a senior with a cumulative 85 average or higher.
Each Semester	Big Lotto Ticket	Description: This is an opportunity for eligible students to be entered into a drawing. Prizes <u>may</u> include big ticket items. Criteria: Students must have perfect attendance, no tardies or discipline referrals, and an overall B average.
	Exemptions	Description: This will be an opportunity for students to exempt their final exams. Criteria: Students must have a 90 or above average (80 average for seniors 2 nd semester) in the subject they are seeking to exempt. Students must have 4 or less absences AND no more than 6 tardies for that class. No OSS for the year. Students can have no outstanding obligations or owe money for books.

PBIS Bus Matrix:

Updated April 11, 2017

B. U. S.	<u>B</u>e Responsible	<u>U</u>se Respect	<u>S</u>tay Safe
Waiting for the Bus	<input type="checkbox"/> Arrive five minutes before scheduled stop time <input type="checkbox"/> Have personal items organized	<input type="checkbox"/> Respect each other <input type="checkbox"/> Use proper language <input type="checkbox"/> Respect others' property	<input type="checkbox"/> Line up 12 feet away from bus <input type="checkbox"/> Only approach bus once it is completely stopped
Entering the Bus	<input type="checkbox"/> Move directly to assigned seat	<input type="checkbox"/> Greet driver <input type="checkbox"/> Be courteous <input type="checkbox"/> Use proper language <input type="checkbox"/> Keep hands, feet, and objects to yourself	<input type="checkbox"/> Use hand rail <input type="checkbox"/> Board single file <input type="checkbox"/> Remove earphone/earbuds
Riding the Bus	<input type="checkbox"/> Keep all items in your backpack, including candy and snacks <input type="checkbox"/> Follow directions <input type="checkbox"/> Drinks must be in a closable container (ex. thermos, bottle)	<input type="checkbox"/> Keep hands, feet, and objects to yourself and out of the aisles <input type="checkbox"/> Use appropriate language <input type="checkbox"/> Use inside voice	<input type="checkbox"/> Keep aisles clear <input type="checkbox"/> Remain silent at railroad crossing <input type="checkbox"/> Stay seated while bus is in motion <input type="checkbox"/> Bottom to bottom, back to back, face to front
Exiting the Bus	<input type="checkbox"/> Follow driver directions <input type="checkbox"/> Take belongings <input type="checkbox"/> Wake up buddy <input type="checkbox"/> Use trash can if needed	<input type="checkbox"/> Keep hands, feet, and objects to yourself <input type="checkbox"/> Appreciate and respect others	<input type="checkbox"/> Exit in orderly fashion while taking turns <input type="checkbox"/> Use hand rail <input type="checkbox"/> Immediately move 12 feet away from bus upon exiting <input type="checkbox"/> Remove earphones/earbuds

PART IV - TOPICS FOR STUDENTS AND PARENTS OF STUDENTS WITH DISABILITIES

SPECIAL EDUCATION

Special education is “specialized instruction” provided for students (3-21) who are determined to have a specific disability as defined by Public Law 94-142 and amended by the 1997 Individuals with Disabilities Education Act. It may be provided by one or several special education teacher(s). Also, related specialists will sometimes assist in delivering services for a child.

CHILD FIND PROCEDURES FOR LAURENS COUNTY SCHOOLS

- 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 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 cannot 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

DISPUTE RESOLUTION

The regulations for the IDEA set forth separate procedures for State complaints and for due process complaints and hearings. As explained below, any individual or organization may file a State complaint alleging a violation of any IDEA requirement by a school system, the State Educational Agency, or any other public agency. Only a parent or a school system may file a due process complaint on any matter relating to a proposal or a refusal to initiate or change the identification, evaluation or educational placement of a child with a disability, or the provision of a free appropriate public education (FAPE) to the child. While staff of the State Educational Agency generally must resolve a State complaint within a 60-calendar-day timeline, unless the timeline is properly extended, an impartial due process hearing officer must hear a due process complaint (if not resolved through a resolution meeting or through mediation) and issue a written decision within 45-calendar-days after the end of the resolution period, as described in this document under the heading Resolution Process, unless the hearing officer grants a specific extension of the timeline at your request or the school system's request. The State complaint and due process complaint, resolution and hearing procedures are described more fully in Your Rights as Parents – Regarding Special Education located at www.gadoe.org.

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/>.

PROCEDURES WHEN DISCIPLINING CHILDREN WITH DISABILITIES:

- School personnel may, for not more than ten (10) school days in a row, remove a child with a disability who violates the code of student conduct from his or her current placement to an appropriate interim alternative educational setting, another setting, or suspension without consulting the student’s IEP Team. School

personnel may also impose additional removals of not more than ten (10) days for separate incidents of misconduct, as long as those removals do not constitute a change of placement.

- Once a child has been removed from his or her current placement for a total of ten (10), consecutive or non-consecutive, school days in the same school year, the school system must, during any subsequent days of removal in that school year, provide services that enable the child to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals set forth in the child's IEP.
- Within ten (10) school days of any decision to change the placement of a child with a disability because of a violation of a code of student conduct (except for a removal that is less than ten school days and is not a change in placement), the school system, the parent, and relevant members of the IEP Team (as determined by the parent and the school system) must review all relevant information in the student's file, including the IEP, any teacher observations, and any relevant information provided by the parent to determine:
 1. If the conduct in question was caused by, or had a direct and substantial relationship to, the child's disability; or
 2. If the conduct in question was the direct result of the school system's failure to implement the child's IEP.
- If the school system, parents, and relevant members of the IEP Team determine that either of these conditions was met, the conduct must be determined to be a manifestation of the child's disability. If the conduct was the result of the school system's failure to implement the IEP, the school system must take immediate action to remedy those deficiencies.
- When the conduct is determined to be a manifestation of the student's disability, the IEP Team must conduct (or review if already in place) the functional behavioral assessment (FBA) and develop and implement (or review and modify) a behavioral intervention plan (BIP) for the student to address the behavior so as to prevent it from occurring in the future. The child shall be returned to the placement from which he or she was removed, unless the parent and the school system agree to a change of placement as part of the modification of the BIP.
- If the determination is that the behavior of your child was not a manifestation of his or her disability, the relevant disciplinary procedures applicable to children without disabilities may be applied to the child in the same manner in which they would be applied to children without disabilities, except that the child must:
 - a. Continue to receive educational services so as to enable your child to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals set out in your child's IEP; and
 - b. Receive, as appropriate, a FBA, and behavioral intervention services and modifications that are designed to address the behavior violation so that it does not recur.
- 1. If your child carries a weapon to school or to a school function, knowingly possesses or uses illegal drugs, sells or solicits the sale of a controlled substance while at school or a school function, inflicts serious bodily injury on another person while at school, on school premises, or at a school sponsored function, school system personnel may order a change in the placement of your child to:
 - a. An appropriate interim alternative educational setting, another setting, or suspension, for not more than 10 school days (to the extent such alternatives would be applied to children without disabilities), or
 - b. An appropriate interim alternative educational setting for the same amount of time that a child without a disability would be subject to discipline, but for not more than 45 days without regard to whether or not the behavior was a manifestation of disability.

The alternative educational setting shall be determined by the IEP Team.
- 2. School personnel may consider any unique circumstances on a case-by-case basis when determining whether a change in placement is appropriate.
- 3. An ALJ/hearing officer may order a change in the placement of your child to the IEP-determined appropriate interim alternative educational setting for not more than 45 days if the ALJ/hearing officer determines that maintaining the current placement of your child is substantially likely to result in injury to your child or to others and determines that the interim alternative educational setting meets the requirements of paragraph (4).
- 4. Any interim alternative educational setting in which your child is placed pursuant to paragraph (1) or paragraph (4) in this section shall be selected so as to enable your child to continue to:
 - a. Receive educational services in order to participate in the general curriculum, although in another setting, and to continue to progress toward the goals set out in the IEP; and

- b. Receive, as appropriate, the services and modifications of a FBA and BIP designed to address the behavior so that it does not recur.
5. If you request an expedited due process hearing regarding a disciplinary action described in paragraph (1)(b) or paragraph (3) to challenge the interim alternative educational setting or the manifestation determination, your child shall remain in the interim alternative educational setting pending the decision of the ALJ/hearing officer or until the expiration of the time period provided for in paragraph (1)(b) or paragraph (3), whichever occurs first, unless you and the State or the school system agree otherwise. Such expedited due process hearing must occur within 20 school days of the date the hearing is requested and must result in a determination within 10 school days after the hearing. A resolution session meeting must occur within seven (7) days of the date the hearing is requested, and the hearing may proceed unless the matter has been resolved to the satisfaction of both parties within 15 days of receipt of the hearing request. The decision of an expedited due process hearing may be appealed.
 6. If a child has not been determined eligible for special education and related services and violated a code of student conduct, but the school system had knowledge before the behavior occurred that the child was a child with a disability, then the child may assert the protections described in this notice.
 - a. A school system has knowledge that the child may be a child with a disability if:
 - i. The parent of the child has expressed concern in writing that the child is in need of special education and related services to supervisory or administrative personnel or the teacher of the child;
 - ii. The parent requested an evaluation related to eligibility for special education and related services under the IDEA; or
 - iii. The child's teacher or other school system personnel expressed specific concerns about a pattern of behavior demonstrated by the child directly to the school system's director of special education or to other supervisory personnel of the school system.
 - b. A school system does not have knowledge if:
 - i. The child's parent has not allowed an evaluation of the child, has refused special education and related services, or has revoked consent for the delivery of special education and related services; or
 - ii. The child has been evaluated and determined not to be a child with a disability eligible for services under the IDEA.

PART V – PARENT NOTIFICATIONS (REQUIRED)

PARENT INVOLVEMENT

It is the intent of the Laurens County Board of Education and each 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.

PARENT'S RIGHT TO KNOW / TEACHER QUALIFICATIONS

In compliance with the requirements federal law, all schools inform parents of their right to request information about the professional qualifications of their child's teacher(s) and paraprofessional(s). The following information may be requested:

(1) whether the teacher has met state certification requirements for the grade level and subject areas he or she is teaching; (2) whether the teacher is teaching under an emergency or other provisional status through which state qualifications or certification criteria have been waived; (3) whether the teacher is teaching in his or her field of certification; and/or (4) whether the student is provided services by paraprofessionals, and if so, their qualifications. If a parent wishes to request information concerning their child's teacher(s) and/or the paraprofessional(s) that provide educational services, the parent must provide a written request to the school principal.

MIGRANT

The purpose of the Migrant Education Program (MEP) is to ensure that migrant children fully benefit from the same free public education provided to other children. To achieve this purpose, the MEP addresses the special educational needs of all migrant children to better enable children to succeed academically. More specifically, the purpose of the MEP is to:

- Support high-quality, comprehensive educational programs for migrant children to reduce the educational disruption from repeated moves.
- Ensure that migrant children moving among states are not penalized by disparities between state curriculums, graduation requirements, academic content, or achievement standards.
- Ensure that migrant children are provided with appropriate opportunities to meet the same challenging state academic content and student achievement standards that all children are expected to meet.

Design programs to help migrant children overcome educational disruption, culture & language barriers, social isolation, health related problems, and other

- factors that inhibit their ability to do well in school.
- Ensure that migrant children benefit from state and local systemic reforms.

For more information contact the LCBOE Migrant Services Director, Mrs. Uniqua Flanders at 272-4767, uniquaflanders@lcboe.net or visit: <https://www.lcboe.net/Content2/6> and Select "Purpose of the Migrant Education Program"

HOMELESS

In accordance with the McKinney-Vento Homeless/Foster Care Assistance Act, as amended by the Evert Student Succeeds Acts,, the LCBOE will work with homeless and Foster Care children, youths, and their families to provide stability in school attendance and other services. Special attention will be given to ensuring the enrollment and attendance of homeless & Foster Care children and youths not currently attending school in a manner that will not stigmatize or segregate them on

the basis of their status as homeless. Homeless students will be provided district services for which they are eligible, including Head Start and comparable pre-school programs, Title I, similar state programs, educational programs for students with disabilities or limited English proficiency, vocational and technical education programs, gifted and talented programs, and school nutrition programs. For more information contact the

LCBOE Homeless Liaison, Marquita Timmons at 478-279-3495, marquitatimmons@lcboe.net or visit: <https://www.lcboe.net/Content2/380> and Select “McKinney-Vento Homeless Assistance Act”

LCBOE GIFTED AND TALENTED

Our mission is to provide gifted education services that are tailored to the intellectual, academic, creative, social, emotional, and motivational needs of the gifted student. For more information, contact the LCBOE Gifted Coordinator, Mrs Dana Hall at 478-272-4767, danahall@lcboe.net

HB251

The Laurens County Board of Education, in compliance with House Bill 251 (HB251), has developed a process giving Laurens County parents/guardians the option to request that their children attend any Laurens County school in the system, based on space availability. In accordance with the law, Laurens County has developed a process for parents to exercise the school transfer option and a process to determine space availability. For more information pertaining to the Laurens County School-to-School Transfer Request option, request submission deadlines, the implementation procedures, a preliminary list of schools with available classroom space, and an application to request a transfer, please contact LC BOE Central Registration at 272-4767:

FRAUD, WASTE, ABUSE AND CORRUPTION

All employees, board members, consultants, vendors, contractors, and other parties maintaining a business relationship with the Laurens County School District shall act with integrity and due diligence in matters involving District fiscal resources.

Employees who suspect that financial fraud, impropriety or irregularity has occurred shall immediately report those suspicions to their immediate supervisor and/or the Superintendent/Designee, who shall have the primary responsibility for initiating necessary investigations. Investigations shall be conducted in coordination with legal counsel and/or other internal or external departments or agencies as appropriate.

For more information on LCBOE’s Fraud Prevention Regulations please visit

<https://www.lcboe.net/Content2/380> and select Laurens County Fraud, Waste, Abuse and Corruption Policy”

COMPLAINT PROCEDURE

Any individual, organization, or agency (complainant) may file a complaint with the Laurens County BOE if that individual, organization, or agency believes and alleges that the LCBOE, GA Dept. of Ed., or any agency or consortium of agencies is violating a federal statute or regulation that applies to a program under Title I, Part A of the Elementary and Secondary Education Act of 1965 (ESSA). The complaint must allege a violation that occurred not more than one year prior to the date that the complaint is received, unless a longer period is reasonable because the violation is considered systemic or ongoing.

As part of its assurances within the ESSA program grant application and pursuant to Section 9306 within the Title I, Part A of the ESSA the Laurens County BOE has adopted and posted local written procedures for the receipt and resolution of complaints alleging violations of law in the administration of covered federal programs.

Further information on the LCBOE Complaint Procedures is available on the website:

<https://www.lcboe.net/Content2/380> and select Laurens County Federal Complaint Procedure or by request at the Laurens County Board Office Reception Desk