

The following are procedures specific to East Laurens Elementary:

# East Laurens Elementary School 2024-2025

## Student Handbook

Mrs. Kelly Dean - Principal  
Mrs. Kristal Porter -  
Assistant Principal

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### Principal's Message:

Welcome to East Laurens Elementary School! The faculty and staff pledge to you a commitment of a safe, orderly, engaging, educational experience. Parents, please remember to keep open lines of communication with your child's teacher. Doing so will keep you informed of all academic and discipline issues. We look forward to a fun and learning filled 2023-2024 school year.

### Mission Statement:

The mission of the Laurens County BOE is "Rigor, relevance, relationships.... every teacher, every student, every day."

### After School Functions:

Students remaining after school to participate in any after-school function must have written permission by the parent and must remain under the supervision of the teacher or adult responsible.

### ELE After-School Program:

- After school program hours are 3:30-6:00 Monday-Friday.
- The cost is \$7.00 per day/35.00 per week. Pick up after 6:00 will be charged 5.00 per 5 minutes starting at 6:05. Payments are to be received on or before Friday of each week. There will be a \$5 late fee assessed if tuition is not paid by closing on Friday of each week.
- A \$5.00 per week discount will be available for families with multiple students enrolled.
- We provide a snack, time for homework, and fun supervised activities.

### Aspen Parent Portal:

Aspen Parent Portal is a web-based program which allows parents to view a child's schedule, attendance, and grades. Parents are encouraged to use the Parent Portal to access their child's grades and other information. Please see the Records Secretary for additional information. Once a parent has registered, he/she may log into the program from the school's website at [ele.lcboe.net](http://ele.lcboe.net).

### Bus Notes/Changing the Way Students Go Home:

Students feel safe and confident when they go home the same way every day. If it becomes necessary to change the way your child goes home, **you must send a written note to the school with your child. Transportation changes cannot be made by phone.** If a student is going to be a car rider, send a note to your child's teacher stating that your child is going to be a car rider, who will be picking your child up, and a phone number where you can be reached throughout the day. If a student needs to ride a different bus home or is normally a car rider and will be riding a bus, the note must have a phone number where the parent can be reached, the 911 address of the location the child is to get off the bus, and the name of the person at that address. The note must be turned into the office first thing in the morning, and a Laurens County Bus Form will be issued for that day.

Students, please do not wait until it is time to board the bus to get a bus form. Parents please do not come to the bus ramp or go to one of the other schools

and try to remove your child from any Laurens County School Bus.

**Calling Parents:**

We try to call parents when a situation warrants, but we cannot call every time something happens. The school reserves the right to handle some problems, even if a parent cannot be contacted. This includes, but is not limited to, discipline problems.

**Car-Loop – Drop-off and Pick-ups:**

Please do not block the car pick-up loop. There is no parking in the loop in the mornings. If a vehicle is left unattended, it will be moved from the loop. Parents should drive around the loop slowly, pull all the way up, and stop beside the open numbered slot. Please have your child ready to exit the car (book bags closed, unlock car door, everything in hand, etc.). **Car riders should not arrive earlier than 7:30 a.m.** If your child is left before that time, he/she is unsupervised and is still the parent’s responsibility. **Please do not talk on your cell phone and drive through the car loop. Parents please do not put students out in the parking lot and allow them to walk across the drop-off lines unattended.** Car riders are dismissed from their classrooms at approximately 3:00 p.m. each day. **Parents are asked to remain in their cars. Students will be loaded in the order of the cars in line. Parents are responsible for picking up children by 3:30 p.m. each day. Any students not picked up by 3:30 will be sent to the Afterschool Program and charged the daily rate of \$7.00.**

**Cell Phone:**

Possession of a cell phone by a student on a school campus is acceptable with the following guidelines: Cellular phones may be in the possession of a student but may not be in use (which includes power on) from the opening time until the closing time of each school day (7:30 A.M. – 3:45 P.M.). Failure to comply with this school policy will result in the following consequences: First offense: warning, second offense, the phone is confiscated until a parent comes to pick up the phone from the office. Subsequent offenses may result in ISS assignments or dealt with at the administration’s discretion.

**Changing Phone Numbers:**

It has become problematic trying to keep up with changing phone numbers. Please try to keep the same phone number the whole school year. If you must change your phone number during the school year, please write your child’s teacher and the school

secretary a note with your new information. Please write your name, your child’s name, the new phone number, and any other information needed on the note.

**Clinic Policies:**

**Laurens County Student Health Information**

**Clinic Referrals:** Students must have a clinic referral form from their teacher prior to being sent to the school nurse. (With exception of emergencies)

**Clinic & Health Information & Permission Form:** A completed, and signed permission form must be on file in the clinic before any treatment, other than emergency care, is given. Each LCBOE school will send home the *Clinic & Health Information & Permission Form* for the parent or guardian to complete for his/her child annually. The form should be returned to the school nurse by means of the teacher. If at any time a contact number changes, it is the parent’s duty to notify the office and the clinic for emergency purposes.

**Medications:** Medications should not be given at school unless absolutely necessary. Medications are a parental responsibility. An adult must bring and pick up all medication. Under no circumstances should medication be transported on the bus or by the student. ALL medications must be brought and kept in the original container and stored in the clinic. Any medications that are not in the original container will not be administered and will be confiscated for pick up by the parent or guardian. Medications will only be given with the written consent of the parent/guardian AND if medications are prescribed for administration specifically during school hours. Medication administration must be documented, and a *Medication Authorization Form* may be required. A teacher or paraprofessional may not administer medications unless authorization is obtained from the principal. Students are responsible for coming to the clinic at the correct time to take medications. The school cannot be held responsible for missed doses, although we will try our best to make sure this does not happen. Students are not allowed to carry prescription medications unless the student has asthma or anaphylactic reactions AND is authorized to self-administer his/her medication by the parent and the nurse.

**Over-the-Counter Medications:** At the beginning of the year, the *Clinic and Health Information and Permission* form will be sent home with each student. In order for the student to receive the school’s over-the-counter medications, the form must be completed and returned. The school’s over-the-counter medications will be given by the school nurse according to label recommendations

only, unless otherwise ordered and directed by a physician.

**Unless there is a physician's order or a parent note, with the provided over-the-counter medication, only the licensed school nurse, or the nurse's trained designee, can administer any type of over-the-counter medication.**

**Essential Oils:** Essential oils and CBD oils are not FDA approved; therefore, students are not allowed to bring them to school, nor can they be administered by LCBOE staff.

**Illness/Injury:** All accidents must be reported to an administrator and the school nurse. Students who have a communicable illness should not attend school. Students who are running a fever (100.0°F or greater) should not attend school. Additionally, students should be fever free and symptom free (including diarrhea and vomiting) for 24 hours before returning to school. Students who are too sick to attend class will be sent home from school. In case of illness or injury, the school nurse will render first aid and notify the parent(s) or guardian(s). If emergency medical attention is needed, 911 will be called, and the student will be taken to Fairview Park Hospital. If a child's accident needs emergency care, a member of the administrative staff will make necessary decisions, and the parent or guardian will be contacted.

**Health Concerns:** If a student has been identified with the following health concerns, the parent(s) or guardian(s) will be called to pick up the student and appropriate treatment will be required prior to the child's return to school: 1) Lice, 2) Bedbugs, 3) Ringworm, 4) Scabies, 5) Conjunctivitis (Pink Eye), and 6) Staphylococcus Aureus (Staph). Chronic problems may result in a visit from the Laurens County Social Worker or other Laurens County Agency.

**Head Lice:** Students may be checked periodically, or as needed, if head lice are suspected. If a child is identified with live lice, the child will be removed from the classroom, and the parent or guardian will be notified to pick up their child. Information on the procedures for care and removal of the lice/nits will be available upon request from the school nurse. In the event of an infestation, the child's siblings who attend other county schools may be checked and will be sent home if necessary. **Until the student is cleared by the school nurse, the student may not ride the school bus. A parent, guardian, or other adult designee, is required to bring the child(ren) to school to be cleared of lice and/or live nits, by the nurse or administration, before returning to the classroom.**

**Bedbugs:** If a student has a visible bedbug bite, the bite will be treated at school and the parents will be notified. If live bedbugs are found on the student, on his/her belongings, the student's parent(s) or guardian(s) will be contacted to pick up the student. If needed, educational materials will be provided upon request for treatment of bedbugs in the home.

**Ringworm:** The treatment for ringworm is treatment with an antifungal cream, as recommended by their primary healthcare provider. Ringworm of the scalp usually requires several weeks of an oral antifungal medication. Once the student has been on antifungal medication for 24 hours, the student may return to school provided the ringworm is covered.

**Scabies:** Scabies is a highly contagious skin disease caused by a mite. The student may return to school 24 hours after treatment has begun with a note from their primary healthcare provider.

**Conjunctivitis (Pink Eye):** Pink eye is highly contagious and is usually caused by a virus or bacteria. The student may return to school 24 hours after treatment has begun with a note from his/her eye doctor or primary physician.

**Staphylococcus Aureus (Staph):** Staph is highly contagious, and if left untreated can cause systemic complications. The student may return 24 hours after treatment has begun, with the area covered, and a note from the physician.

**Immunizations & Health Certificates:** Georgia Law requires every student PK-12 to have an updated *Certificate of Immunization* (Form 3231) on file at school. It is the responsibility of the parent to provide these records to the school. Further information pertaining to medical or religious exemptions can be found on the LCBOE website under the Parent Resource tab (<http://www.lcboe.net/Content2/6>).

A student, regardless of grade level, who has never been in a Georgia public school, must also provide a *Certification of Eye, Ear, Dental and Nutrition Screening* form (EEDN Form 3300). Any child admitted to school without a certificate must present one within 90 calendar days.

**Computers:**

All students at ELE have access to internet-ready computers and Chromebooks for school use only. Chromebooks may not be taken from the school without administration approval. Students must follow the Laurens County Computer Use Policy.

### **Disaster Plan:**

Each teacher has a designated Disaster Plan (GEMA Plan) that will be used in case of emergencies. Children will participate in periodic fire and weather drills. Please do not call the school in the event of inclement weather or disaster. The phone lines need to remain open for emergency calls to and from school.

### **Dress Code:**

Students should be dressed neatly, cleanly, and appropriately each day. Anything worn that interferes with the learning of other students is not allowed. We ask parents and visitors to abide by our school dress code when visiting our campus.

Examples of inappropriate dress include:

- **Holes in pants above the knee are not allowed**
- Pants/shorts worn lower than the natural waistline
- Tops that expose waistline or midriff
- Hats, caps, bandanas, hoods, or other head clothing (Except on designated days)
- Apparel worn that displays profane/inappropriate language, obscene pictures, alcohol, weapons, firearms tobacco, or any other type of drug
- Shorts or skirts shorter than fingertip length when the arm is held straight down by the student's side
- Spaghetti straps or tank tops
- Visible underwear
- Writing on back of pants/shorts
- Students are encouraged to wear sneakers, sandals, or closed toed shoes. High heels are not allowed for school wear.

The administration of East Laurens Elementary reserves the right to determine what is to be considered appropriate school dress.

### **Field Trips:**

The faculty of East Laurens Elementary feels that field trips are a valuable part of a child's education. **Students may lose their opportunity to attend field trips because of misconduct.**

### **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 fire alarm. In most cases the teacher will walk the students to the appointed area.

### **Flowers/Balloons:**

Balloons or glass items are not allowed on any Laurens County bus. If a student receives balloons or flowers at school, an adult should come to school to pick up the student or items. (If possible, please do not send items to school.)

### **Georgia Standards of Excellence:**

All classes will follow the Georgia Standards of Excellence. A copy may be seen at: [www.georgiastandards.org](http://www.georgiastandards.org).

### **Gifted Program:**

Gifted classes are offered for students who qualify based on state established criteria. Each year, all students are screened using county specified data to determine eligibility for the recommendation of a full gifted evaluation. If recommended and the parent consents to evaluation, students are assessed in four areas: mental ability, achievement, creativity, and motivation.

### **Guidance and Counseling Program:**

The guidance and Counseling program is an integral part of the total educational experience at East Laurens Elementary. It is designed to prepare students and help them achieve their highest growth by using a curriculum that focuses on the academic, personal/social, and career development of each student. A major role of the elementary school counselor is to assist students in developing responsibility for themselves and their actions. They also help in developing interpersonal, decision-making, and problem-solving skills. Students usually see the counselor in the classroom during classroom guidance lessons or in the counselor's office for group and/or individual counseling. The counselor is seen as an adult who students can trust and consider a friend. Often, students will come to the counselor to share exciting news or to share a success story, yearning for an adult to listen to what they have to say. All students who see the counselor are NOT troubled or "in crisis". In addition, the counselor helps students, parents, and staff in the interpretation of test results.

### **Positive Behavioral Interventions and Supports (PBIS):**

Positive Behavioral Interventions and Supports focuses on defining and teaching appropriate behaviors as well as providing support to students in order to promote a positive school environment. The purpose of PBIS is to

reinforce appropriate behaviors in order to reduce discipline referrals.

**Identification of Personal Possessions:**

It is the parents' responsibility to write their child's name on his or her possessions. Please write your child's name on his jacket, book bag, lunchbox, etc.

**Insufficient Returned Checks:**

Due to the volume of uncollectible checks that we received last year, the Laurens County Board of Education has contracted with Envision Payment Solutions Recovery System for electronic collection of checks returned for insufficient funds. We will continue to accept personal checks; however, in the event that a check is returned, your account will be debited electronically for the face amount and fees allowed by state law. If this is a recurring problem, we will stop taking personal checks.

**Lost and Found:**

Articles that are found should be taken to the office. An attempt will be made to help students find lost items. Valuable items not necessary for schoolwork should be left at home. The school is not responsible for lost or stolen items. Please write your child's name on his or her belongings.

**Media Center:**

Students may check-out a book for a maximum of two weeks. Students are expected to return books on or before the due date. Fines are assessed for lost books based on a replacement cost. Fines are assessed for damaged books/materials based on the value of the damaged property.

**Morning Procedures:**

- Students should not arrive before 7:30 a.m. If your child is left at school before that time, he/she is unsupervised and is still the parent's responsibility.
- The tardy bell will ring at 8:00 a.m. Any student who arrives after the 8:00 a.m. bell must stop in the office to get a tardy slip.

**Outstanding Obligations:**

All monies owed by students must be paid. Outstanding obligations must be paid before final report cards are sent home. Report cards may be held until the debt is paid.

**Parent/Teacher Conferences:**

Parents and teachers are encouraged to get to know each other. Children learn better when parents and teachers work together. Conferences should be arranged through the office or arranged by the teacher. Conferences should not be made while instruction of students is taking place. Important information such as: custody information, medications, allergies, medical problems, special learning disabilities, talents, gifts, etc., should be reported to the student's teacher and to the administration. Parents are encouraged to attend all scheduled conferences.

**Parties:**

Each homeroom will be permitted to have two school sponsored parties during the year: Christmas and End-of-the-Year. Parties will be held after the class has had lunch only. The teacher will notify you of specific dates/times of these activities. **Personal birthday parties are not permitted. Parent may bring store bought cupcakes or goodies for the teachers to distribute during recess. Homemade items are not allowed for distribution because the school cannot certify the safety of food brought from home.**

**Pledge of Allegiance and the Moment of Reflection:**

Each day the Pledge of Allegiance to the American Flag will be led by the students. No student will be made to take part if there is some objection to the pledge. At the end of the Pledge of Allegiance to the American Flag, ELE will conduct a brief period of quiet reflection for no more than 60 seconds with the participation of all the pupils therein assembled. This activity complies with the 1994 Georgia General Assembly Legislation (SB 396).

**Physical Education:**

Students are provided with an opportunity to participate in a physical education class. The students learn group and individual activities. Physical education is a vital part of the school's curriculum for school aged children. If your child is unable to participate in physical education activities on a full-time basis, a note from a doctor should be brought to school and a copy given to the homeroom teacher as well as to the P.E. teacher.

**Parent Teacher Organization (PTO):**

ELE invites all parents to join PTO.

**Recess:**

All students should go outside for recess each day unless the weather is unsuitable. If your child cannot go outside, please send your child's teacher a written note. If the situation is severe, please contact your child's teacher.

**Registering Students:**

All new students entering school need to provide the following information:

1. Certified Birth Certificate
2. Social Security Card
3. Valid Immunization Record
4. Eye, Ear, Dental Form (EED Form)
5. Proof of Residence
  - a. Property tax records that indicate the location of the homestead; Mortgage documents of a property deed; Apartment or home lease; Rent receipt indicating the current 911 address and the person making and receiving the rent payment
  - b. Current utility bill (electricity or water) showing residence address
  - c. Voter precinct ID indicating the current 911 address

Legal guardians and foster care parents may be required to produce a copy of the court decree that is the basis for the claim to legal guardianship or foster care parent status. Students who live out of the school district must first contact the Laurens County Board of Education Office and make arrangements to pay the required tuition (\$300.00 per family).

*\*Please understand, the student(s) will not be registered until ALL required documents have been submitted and accepted by the Centralized Registration Office.*

**Rotation Classes:**

All students are required to attend a rotation class each day. Rotation classes include: Art, AG, Music, STEM, and Physical Education. A rotation class lasts approximately 50 minutes. Students will be taken to and from their rotation class by their regular classroom teacher. Students are required to have a doctor's excuse to be excused from P.E. rotation class.

**School Council:**

In an effort to improve communication and participation of parents and the community in the management and operation of our school, ELE has established an Advisory School Council. Our School Council shall provide advice, recommendations, and

represent the community of parents and businesses. The ELE Advisory School Council will hold quarterly meetings that will be open to our community. The Advisory or School Council consists of the principal, two business members, two teachers, and two parents.

**Snacks:**

Healthy snacks and drinks are sold in machines during lunch and recess.

**Student Handbook:**

The policies, rules, and regulations shown in the ELE 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, and revoke the policies, rules, and regulations at any time as to any students or related persons without incurring any obligation with respect to the old or existing policy, rule, regulation, or administrative procedure.

The ultimate administrative responsibility for ELE 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.

**Student Progress:**

Student papers along with a behavior/academic report are sent home each Tuesday. These papers are intended to give the parent an idea about what the student is doing in school. The report should be signed and returned to school the next day. The papers can be used at home for review and practice. Progress reports are usually sent home on the following months: September, November, February, and April (please check the school calendar). Report cards will be issued each nine weeks. Report cards are usually sent home on the following months: October, January, March, and May (please check the school calendar).

**Supplies:**

Students should be prepared for class with the appropriate supplies each day.

**Tardies/Early Dismissals:**

Students should be in the classroom when the tardy bell rings at 8:00am. Five (5) unexcused tardies/early dismissals will count as one (1) unexcused absence. An unexcused absence will be

given to the student for each increment of five unexcused tardies or early dismissal. Early dismissal occurs when a student leaves after 11:30 am and before 2:40 pm. Due to preparation for dismissal, 2:30 - 3:15 p.m. is a hectic time of the day and we ask that students not be signed out during this time. **No student will be signed out after 2:30 PM.** Please be aware of this policy when arranging after school appointments. If you arrive after this time, please get in the car-rider line and wait for your child at regular dismissal time.

If a student comes to school but leaves before 11:30 a.m., he/she will be counted as absent. The conditions for excusing a tardy or early dismissal will be the same as for an absence. In the event of a healthcare or agency appointment (vision, dental, counseling, etc.) the tardy/early dismissal will be counted as excused with written documentation of the appointment from the physician or agency. Students who must leave school during the day must be "signed out" in the office by a parent or guardian. Students will not be released to persons other than the ones listed on their student information sheet.

#### **Tobacco/E.Cigarettes:**

East Laurens Elementary is a tobacco-free campus. Tobacco is illegal for a minor to possess or buy. Possession or use of tobacco products or smoking paraphernalia, including lighters, cigarettes, pipe tobacco, snuff, rolling paper, pipes, vape pens, vape juice, and chewing tobacco will not be tolerated. Any student in possession of any tobacco product will be sent home and face disciplinary action.

#### **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 long bell sounds.

#### **Toys:**

Toys should be left at home. A toy that looks like a weapon (gun, knife, etc.) will be confiscated by the teacher and the student that brought the toy will be sent to the principal's office. Please do not allow your child to bring toys to school.

#### **Trading and Selling:**

Selling and trading among students is not permitted. Selling and trading personal possessions are violations of school policy. Only those items approved by the school are allowed to be sold by the students.

#### **Transportation:**

School buses begin picking up students around 7:00 a.m. Bus riders should be ready and waiting for the bus. Students will return home from school via their usual mode of transportation unless the school has received written instruction stating otherwise. Any student not riding home his/her usual way must bring a note from home and then a bus pass will be issued. A note from home should give the 911 address where the child is going. If a note is not sent, the child will go home on the normal mode of transportation. Parents are encouraged to make all arrangements for transportation before the child comes to school. If in the event of an absolute emergency, please call the principal or assistant principal. Students who misbehave on the school bus will be referred to the school administration. School administration will follow Laurens County School Bus Discipline Procedures. Students should not unload in the morning until 7:35 a.m.

#### **Valentine's Day:**

Valentine's Day is a personal day of private feelings and affection. The day is not a legal holiday and is not recognized by the school as a "free" day. Please celebrate at home. If you must have items sent to school, we will try to give those items out at the end of the day. ELE does not accept responsibility for lost or damaged gifts. Glass and balloons cannot be taken on the bus. The last drop off will be taken at 1:00 p.m.

#### **Valuables:**

Personal items should not be brought to school. Toys, playing cards, cell phones, radios, MP3 players, video games, jewelry, watches, etc. should be left at home. Items that are brought to school will be confiscated by the teacher and sent to the front office until a parent can come to the school to pick the item up.

**Video of Fights:** Any student who takes a video of a fight may be disciplined at the discretion of the school administrator.

#### **Visitors:**

For the protection of students, ALL visitors, parents, friends, relatives, mentors, and volunteers must check in at the office. Parents are welcome to meet with their child's teacher during the teacher's planning time so that instructional time is not interrupted.

**Volunteers:**

Volunteers are welcome at ELE and are greatly appreciated. Volunteers who will be working with children will need to have a background check done. This is coordinated through the Human Resources Department of the LCSS.

**Withdrawal:**

The records of students that are transferring from East Laurens Elementary to another school will be forwarded to the new school upon request.



## Student Conduct

### **AUTHORITY OF THE PRINCIPAL**

The principal is the designated leader of the school and, 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 which he or she believes to be in the best interest of the student and the school, provided any such action does not violate school board policy or procedures.

Parents and students should contact the principal or assistant principal of the school if specific questions arise related to the Code of Conduct. The Code of Conduct specifies within the 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 school for a conference. Parents are encouraged to visit the school 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 and/or administration identifies a student having a chronic disciplinary problem, the administration shall notify the student's parent/guardian by telephone call and by mail, and 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 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/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/guardian to attend a conference, order the parent/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.

### **Laurens County Primary/Elementary 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 education 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 which require students to behave themselves at all times in order to facilitate a learning environment for themselves and other students. These standards for behavior require students to respect each other and school district employees, to obey student behavior policies adopted by the Board and 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.

- At school or on school property at any time;
- Off school grounds at any 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.

In addition, 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 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 Options.

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.

Laurens County Primary/Elementary 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.

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.

### **STUDENT CONDUCT/MINOR MISCONDUCT**

Laurens County Primary/Elementary students are expected to behave appropriately at all times. This means respecting teachers, staff, bus drivers, visitors, and one another at school and on the school bus.

\*The administrator will follow the discipline plan described below and has the right to use his/her discretion to change the plan based on the evidence from each situation.

### **PROGRESSIVE DISCIPLINE PROCEDURES**

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

### **BEHAVIOR(S) WHICH WILL RESULT IN DISCIPLINARY PROCEDURES**

The degree of discipline imposed will be in accordance with the progressive disciplinary process unless otherwise stated.

### **Major Offenses include:**

Fighting, verbal abuse, inappropriate contact or threat to an adult or school employee, weapons, drugs, alcohol, inappropriately touching another student, disrespect, dishonesty, cheating, theft, vandalism, bullying, chronic misconduct, chronic classroom disruptions, and insubordination.

### **Minor Offenses include:**

Verbal abuse, dishonesty, cheating, theft, vandalism to school / teacher property, bullying, and classroom disruptions. Other minor offenses may be addressed at the administrator's discretion.

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

- Warning and/or counseling with an administrator or counselor
- Loss of privileges (field trips, activities, etc.)
- Time out
- In school suspension
- School work detail (picking up trash, etc.)
- Temporary removal from class or activity
- Notification of parents
- Parent conferences
- Community service at school
- After school detention
- Corporal punishment
- Short-term out of school suspension (1-10 days)
- Referral to a tribunal for long-term suspension or expulsion
- Temporary placement in an alternative education program (internal or external)
- Suspension or expulsion from the school bus
- 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.

### **Corporal Punishment**

Corporal punishment may be administered by the principal or his/her designee in the presence of another certified school official. Such punishment shall not be administered as a first line of actions unless approved by the parent. Corporal punishment shall not be administered to a child whose parent/guardian has filed with the principal of the school a statement that they do not wish their child to be the recipient of corporal punishment. This statement letter must be done every year. In such case, other appropriate

disciplinary measures, including suspension from school, shall be taken.

### **Suspension/Expulsion**

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. Parents or students may elect not to contest whether a student has violated the Code of Conduct or the appropriate discipline, and 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, and an official notice from school signed by an administrator will be sent home that day with the student. 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.

### **Student Searches**

School officials may search a student if there is reasonable suspicion the student is in possession of an item that is illegal or against school rules. Student book bags, school lockers, desks and other school property are subject to inspection and search by school authorities at any time without further notice to students 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 item brought on campus. Metal detectors and drug or weapon sniffing dogs may be utilized at school or at any school function, including activities which occur outside normal school hours or off the school campus at the discretion of administrators.

### **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: (Code section 20-2-751.6)**

- 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. The following actions will also be considered major bus discipline issues by East Laurens Elementary School.

- Damaging bus seats or property (**restitution as determined by LCBOE Transportation Department must be made before student is allowed to return to bus**)
- Throwing of items, changing seats while bus is in motion, or any other action that may hinder driver's concentration.

### **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 bus 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.

### **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.

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 teacher(s). Also, related specialists will sometimes assist delivering services for a child.

#### 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](http://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.

# Laurens County School System Acceptable Use Procedure (AUP) Agreement Form

## MEDIA RELEASE

I understand and will abide by all of the provisions and conditions of this contract. I understand that any violations may result in disciplinary and/or legal actions. I also agree to immediately report any misuse of technology resources or information services to a school administrator.

USERNAME (please print)

\_\_\_\_\_

USER SIGNATURE

DATE \_\_\_\_\_

### ***Students under the age of eighteen MUST have the signature of their parent/guardian below.***

As the parent/guardian of this student, I have read and understand that the Laurens County School System is providing advance technology resources and Internet information services for educational purposes. I understand that reasonable precautions will be taken but that complete prevention of access to offensive material may not be possible. I will not hold the LCBOE responsible for materials on the Internet.

PARENT/GUARDIAN (please print):

\_\_\_\_\_

PARENT/GUARDIAN SIGNATURE:

DATE \_\_\_\_\_

### **2024-2025 East Laurens Elementary Handbook Agreement**

We ask that you review the **ELE Student-Parent Handbook** with your child. Please complete the information below and return to your child's teacher.

I have read my child's student parent handbook. As the parent, I understand that:

- My child is **tardy** if he or she arrives at **8:00am or later.**
- I **must** make changes to my child's transportation in writing before **2:00 p.m.**
- I am not allowed to check my child out of school **between 2:30 p.m. and 3:00 p.m.**
- I have received the information on Teacher Qualifications/Parent's Right to Know.

Signature of Parent

Date

My teacher and/or parent has read and/or discussed this student handbook with me.

Signature of Student (or parent if child cannot write)

I do\_\_\_\_ do not\_\_\_\_ give East Laurens Elementary the right to take photographs, audio or audio-visual recordings

of my child, \_\_\_\_\_.

These images can be used in promotional or educational materials including, but not limited to videos, newspaper articles, pamphlets, brochures, social media, and/or the school website. I understand my child's name may be used in connection with these materials. East Laurens Elementary shall have the right to use photographs or other images of my child in promotional or educational materials. I acknowledge that East Laurens Elementary shall have all rights of copyright in and to such photographs and videotapes and may use such copyright fully. I also hereby release East Laurens Elementary and its employees from all liability connected with the taking and use of these materials as is authorized by East Laurens Primary. In addition, I waive all rights, interest or claims for payment in connection with any exhibition or release of these materials. This consent is voluntary, and I give it in the interest of public information, education, the furtherance of the goals of this institution, or other lawful purposes. I acknowledge that I have legal authority to sign this form on behalf of the minor whose name is mentioned above.

Student's Name


Signature of Parent

Date



# WE ARE TEAM ELE

	Hallway	Playground	Cafeteria
<b>WE ARE Safe</b>	<ul style="list-style-type: none"> <li>Walk</li> <li>Stay in your line</li> <li>Keep your backpack zipped and on your back</li> </ul>	<ul style="list-style-type: none"> <li>Follow safety rules</li> <li>Stay within boundaries</li> </ul>	<ul style="list-style-type: none"> <li>Eat your own food</li> <li>Have a calm body while waiting in line and eating</li> <li>Seat to seat until you are dismissed</li> </ul>
<b>WE ARE Responsible</b>	<ul style="list-style-type: none"> <li>Go directly to where you need to be</li> <li>Follow directions</li> <li>Stay to the right on the stairs</li> </ul>	<ul style="list-style-type: none"> <li>Dress appropriately for the weather</li> <li>Be a problem solver</li> <li>Tell an adult if you see an unsafe choice</li> <li>Line up when the signal is given and use a voice level 1</li> <li>Follow directions</li> </ul>	<ul style="list-style-type: none"> <li>Make room for all your friends at the table</li> <li>Be a problem solver</li> <li>Clean up your space</li> <li>Follow directions</li> </ul>
<b>WE ARE Respectful</b>	<ul style="list-style-type: none"> <li>Enjoy the artwork – look with your eyes only</li> <li>Stay in your personal space</li> <li>Voice level 0 or 1</li> </ul>	<ul style="list-style-type: none"> <li>Use kind language</li> <li>Take turns</li> <li>Be a good sport</li> <li>Respect nature</li> <li>Follow game rules</li> <li>Voice level 0-3</li> </ul>	<ul style="list-style-type: none"> <li>Use good manners</li> <li>Raise your hand if you need an adult's help</li> <li>Wait patiently and quietly in line</li> <li>Voice level 0 or 1</li> </ul>
Voice level 0 = silent	Voice level 1 = whisper	Voice level 2 = normal voice	Voice level 3 = outside voice

Laurens County School District 2022-2023 School Calendar																									
July 2022										August 2022															
M	T	W	T	F	M	T	W	T	F																
4	5	6	7	8	8	9	10	11	12											August 1-8, 2022 Teachers Pre-Planning Days					
11	12	13	14	15	15	16	17	18	19											August 9, 2022 First Day for Students					
18	19	20	21	22	22	23	24	25	26											September 5, 2022 Labor Day Holiday					
25	26	27	28	29	29	30	31													October 10, 2022 Columbus Day Holiday					
September 2022										October 2022										November 21-25, 2022 Thanksgiving Holidays					
M	T	W	T	F	M	T	W	T	F											December 16, 2022 Half Day for Students and Staff					
			1	2	3	4	5	6	7											December 19-Jan 2 Christmas Holidays					
5	6	7	8	9	10	11	12	13	14											January 3-4, 2023 Teacher In-Service					
12	13	14	15	16	17	18	19	20	21											January 5, 2023 First Day 2nd Semester					
19	20	21	22	23	24	25	26	27	28											January 16, 2023 MLK, Jr. Holiday					
26	27	28	29	30	31															February 20, 2023 President's Day Holiday					
November 2022										December 2022										May 24, 2023 Last Day of School & Half Day for Students only					
M	T	W	T	F	M	T	W	T	F											May 25-26, 2023 Teachers Post Planning Day					
1	2	3	4																	May 26, 2023 ELHS Graduation					
7	8	9	10	11	5	6	7	8	9											May 27, 2023 WLHS Graduation					
14	15	16	17	18	12	13	14	15	16											May 29, 2023 Memorial Day Holiday					
21	22	23	24	25	19	20	21	22	23																
28	29	30			26	27	28	29	30																
January 2023										February 2023										<p style="text-align: center;"> <b>Laurens County School District</b>            467 Firetower Road            Dublin, Georgia 31021            Telephone: (478) 272-4767            Fax: (478) 277-2619            www.lcboe.net         </p> <p style="text-align: center;"> <b>Mr. Clifford Garnto, Superintendent</b> </p> 					
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										<p style="text-align: center;"> <b>Beginning of Semester</b>  <b>Pre &amp; Post Planning Days</b>  <b>Staff &amp; Student Holidays</b>  <b>End of Semester</b> </p>					
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																