

# 2023-2024

## Laurens County Schools

### Primary/Elementary

# Student-Parent Handbook

Mr. Clifford Garnto, Superintendent  
Dr. Ronda Hightower, Elementary Curriculum Associate Superintendent  
Dr. OJ Hall, Secondary Curriculum Associate Superintendent  
Mr. Tim Passmore, Human Resources and Facilities Associate Superintendent



This agenda belongs to:

Name: \_\_\_\_\_

Grade: \_\_\_\_\_ Homeroom: \_\_\_\_\_ Bus#: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Numbers (all/type): \_\_\_\_\_

Parent(s)/Guardian(s): \_\_\_\_\_

Other Emergency Contacts Name(s) & Phone Number(s): \_\_\_\_\_

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*Please read this thoroughly and complete all required forms at the end of the agenda*

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

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**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 does not discriminate in any educational program or activities, or in employment policies.

\* This Student Parent Handbook may be amended as deemed necessary by the administration. Changes may be provided in oral and/or written form at any time during the school year.

\*\* All school procedures and disciplinary guidelines in this handbook will be upheld by the Laurens County School System administration unless circumstances dictate a change.

\*\*\* This year's 2022-2023 Laurens County School System Student-Parent Handbook supersedes all other Student handbooks.

## Effect of student handbook:

The policies, rules, and regulations shown in the Laurens County School System Student-Parent Handbook are regulatory in nature and are not 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 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 the school 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.

## Technology / Internet

### Acceptable Use Procedure

The Laurens County School System, also referred to as the LCBOE in this document, in conjunction with its internet service providers presents to its faculty, staff, and students, Internet access for the purposes of academic disciplines. Our goal in providing this service is to integrate its resources into the curriculum and promote educational excellence. In recognizing the awesome and ubiquitous tool that the Internet provides to the users in the Laurens County School System; the Systems Administrators, faculty and Administration recognizes that some resources may contain defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material, and, therefore, requires each user of the Internet to subscribe to the following terms and conditions for use. In an effort to provide a safe environment for all users of the LCBOE network and Internet, LCBOE has deployed an Internet filter which will be used to block or filter access to inappropriate information and material on the Internet. It should not be assumed that that users are completely prevented from access to inappropriate materials or from sending or receiving objectionable communications. The signatories at the end of this document must realize that **this document is legally binding** and the terms and conditions should be **carefully and fully understood**.

The Systems Administrators reserve the right to modify any term or condition with appropriate notification to the users of the system. The Systems Administrators reserve the right, at their sole discretion, to suspend or terminate user's access to and use of Internet upon any breach of Terms and Conditions by user. Use of LCBOE technology, Internet, and network resources is contingent upon compliance with state and federal laws, district regulations, and the user terms and conditions outlined in this document. Violations may result in a loss of some or all privileges. Specific disciplinary actions involving student misuse will be determined at the school level in accordance with LCBOE policies. A panel consisting of a member from the district technology department, school administration, and/or district administration will determine the appropriate action to be taken against the user in terms of future use of the network (i.e. Internet, Email, etc.) at school sites.

## TERMS AND CONDITIONS

### Personal Responsibility

Any user of LCBOE technology will accept personal responsibility for appropriate use of all resources. The use of the Internet and the supporting software is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges. LCBOE provides its students and authorized employees with access to and use of its technology consistent with the district's vision and strategic goals. Therefore, LCBOE and its System Administrators reserve the right to monitor, access, and disclose contents of any user's files, activities, or communications to any appropriate authority, including law enforcement. Attempts to logon as a Systems Administrator will result in cancellation of user privileges. Users are not allowed to use others' E-mail accounts or passwords. Any user identified using or sharing this information will lose their privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet as well as other services provided via LCBOE network system. The Systems Administrators will deem what is appropriate use and their decision is final. Also, the Systems Administrators may close any account at any time as required, without notice. The School administration, faculty, and staff may request the Systems Administrators to deny, revoke, or suspend specific users, with no appeal process. The Systems Administrators reserve the right to set quotas for disk usage on the system. Any member who exceeds their quota will be advised to delete files to return to

compliance. No software may be uploaded to the software libraries of the computer stations in school without prior permission from the Systems Administrators. Copyrighted material must not be placed on any computer in the Laurens County School System unless an original copy or appropriate license is maintained at the school site.

### **Acceptable use of the Internet**

LCBOE maintains certain expectations for students and employees concerning Internet and LCBOE Network usage. They include but are not limited to the following:

1. Do not violate any state or/or federal laws (i.e. copyright laws)
2. Do not violate LCBOE policies or Georgia BOE policies.
3. Do not reveal personal information such as address or phone numbers.
4. Do not indicate, suggest, view, or transmit any racist, sexist, or pornographic material.
5. Do not conduct unethical or illegal activities of any kind.
6. Do not make solicitations or purchases of a personal nature.
7. Do not conduct commercial, for profit activities.
8. Do not transmit any copyrighted material, trade secrets, threatening and/or obscene material.
9. Note that Electronic Mail (E-mail) is not guaranteed private. Data, including personal letters, E-mail, bank account info etc., stored on school computers is considered public information.
10. Do not use the network in such a way that you would disrupt the use of the network by other users. (Using up Bandwidth).

In addition, the following conduct is prohibited: accessing, sending, creating, or posting materials or communications that are – damaging to another person’s reputation, abusive, obscene, sexually oriented, threatening or demeaning to another person’s gender, race, ethnicity.

### **Privacy**

Never give your full name, home address, phone number or other personal information on the Internet or any other information service. Never give out this type of information for any other person. Never use anyone else's name, password, or account.

### **Internet Filtering**

LCBOE uses an advanced content filtering solution to help protect users from inappropriate Web content and help ensure LCBOE is compliant with CIPA rules. The filtering software uses an extensive URL database that is classified into categories for efficient policy enforcement and helps monitor real-time threats against malware and other exploits. It is prohibited to use personally owned equipment such as, but not limited to, smart cards, wireless cards, cellular hotspots, etc., to bypass the filtered internet provided by LCBOE.

### **Google Apps for Education and Microsoft Office 365**

LCBOE is a member institute of the Google Apps for Education program and Microsoft's Office 365 Education Plus for Faculty and Students. With these initiatives, all elementary through high school Laurens County students are enrolled in these programs, which provide students and teachers with access to online tools such as digital storage, word processing, and a collaborative email system for classes. The overall goals of these programs are to provide digital educational resources that appropriately serve the students throughout their tenure in Laurens County Schools. LCBOE provides these email and storage accounts; as a result, all students’ accounts and all employees’ accounts can be monitored by school system administrators.

### **Security**

On all networks, security is of the highest priority. If you identify a security problem, notify a school administrator, Systems Administrator, or faculty member at once. Never demonstrate a security flaw to other users as this may compromise the integrity of the network.

### **Vandalism**

Causing damage to any equipment or the data of another person or agency, including uploading or creating a computer virus WILL result in the loss of ALL technology privileges, disciplinary action, and legal referral. A user of LCBOE technology is liable for up to and not exceeding the amount of monetary damages as determined by Georgia State Law for damage to technology equipment. This includes malicious damage to equipment or data, introduction of virus or modification to system settings, or any other acts that make the equipment inefficient or inoperable.

## Liability

The Laurens County School System as the Systems Administrator makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Laurens County School System will not be responsible for any damages suffered while on this system. These damages include loss of data, mis-deliveries, service interruptions, and/or exposure to offensive or threatening material. The Laurens County School System specifically denies any responsibility for the accuracy of information obtained through these services. Security for privately owned portable electronic devices is the sole responsibility of individual owners. Neither LCBOE, nor its staff or employees, is liable for any device stolen or damaged, either physically or operationally, on school premises.

**\*\*Please refer to signature page at the back of the student handbook section.**

## Student Attendance

### Laurens County Schools Attendance Requirements

All students must comply with the following attendance requirements.

#### I. Definitions:

##### A. Compulsory Education:

Every parent, guardian, or other person residing within this state having control or charge of any child or children between their sixth (6<sup>th</sup>) and sixteenth (16<sup>th</sup>) birthdays shall enroll and send such child or children to a public school, a private school, or a home study program (OCGA 20-2-690.1). Children that have attained 20 days enrollment in Kindergarten also fall under compulsory attendance according to O.C.G.A. 20-2-150.

##### B. Truant:

Per the Georgia State Board of Education Attendance Rules, "Truant" is defined as "any child subject to compulsory education who during the school calendar year has more than five days of unexcused absences".

##### C. Monitoring:

Each school system shall assure compliance with compulsory education and attendance policies in assigned schools. Individual schools will monitor attendance and follow the protocol for reporting.

#### II. Identifying Truant Students:

##### A. Excused Absences

**Excused absences shall include:**

1. Personal illness,

2. A serious illness or death/funeral in the student's immediate family (Immediate family is defined as parents/guardians, grandparents, siblings, and other persons living within the child's residence),
3. A court order or an order by a governmental agency,
4. Celebration of state recognized religious holidays,
5. Conditions rendering attendance impossible or hazardous to student health or safety,
6. One (1) day to vote or to register to vote,
7. PAGE for Georgia General Assembly (counted as present in school),
8. Up to five (5) school days for a student whose parent or guardian is in military service in the Armed Forces of the United States or the National Guard, if such parent/guardian has been called to duty for or is on leave from overseas deployment, to visit with his/her parent/guardian prior to deployment or while on leave.
9. Students in foster care are counted as present in school when attending court proceedings relating to their foster care.

#### Three (3) Days to Submit Excuse for Absence

Upon returning to school, the student will have three (3) days to present the necessary written documentation to have the absences count as excused. Failure to present this documentation will result in an **unexcused** absence. Phone calls and emails will **not** be accepted in place of a written notice.

##### Excuse must include:

1. The date(s) of the absence,
2. Student name,
3. Reason for absence and
4. Parent or guardian signature

#### Seven (7) Days of Parent Notes for Illness

A parent's note will be accepted to excuse personal illness for seven (7) days during the school year. After a parent's note has been used for seven (7) days at any time during the school year, a doctor's excuse is required for ALL future absences due to illness.

##### B. Unexcused Absences

Unexcused absences shall include all absences that do not meet the criteria as outlined for excused absences. Also refer to Section II C Tardies and Early Dismissals. School days missed as a result of an out of

school suspension shall not count as unexcused days for the purpose of determining student truancy.

### C. Tardies/Early Dismissals

The following will apply in regards to tardies and early dismissals:

1. Five (5) unexcused tardies/early dismissals will count as one (1) unexcused absence,
2. The conditions for excusing a tardy or early dismissal will be the same as an absence,
3. Tardies and early dismissals must be tracked separately and the data will be used to identify truant students. Information concerning students, who meet these thresholds, will be monitored by the school.

### D. Student Withdrawals

Local school systems are authorized to withdraw a student who:

- Has missed more than 10 consecutive days of unexcused absences,
- Is not subject to compulsory attendance; and is not receiving instructional services from the local school system through homebound instruction or instructional services required by the federal Individuals with Disabilities Education Act (IDEA).
- Sixteen and seventeen-year-old students who wish to withdraw from school must have permission from a parent or guardian prior to withdrawal. The school will make a reasonable attempt to meet with the student and parent or guardian to explain the student's options and the consequences of dropping out of school.

### III. Notification of Parents/Guardians

Within thirty (30) days of enrollment in school, the parent or guardian will be notified in writing of the attendance policies and consequences. The parent/guardian must sign and return this notification, which will be placed in the student's record. Students in grades 4–12 are also required to sign the notification of attendance policies.

### IV. Violations of Attendance Policy

#### A. Learner's/Driver's License (O.C.G.A. 40-5-22)

Students must present documentation to the Department of Driver Services that they are currently enrolled and not under expulsion from school in order to apply for a driver's license or permit.

#### B. Work Permits

Work permits will not be authorized for students who have 10 or more unexcused absences. Students with existing work permits, who have acquired 10 or more absences, will be recommended for revocation.

### C. Unexcused Absences

#### 1. Three (3) or More Unexcused

By the time a student has acquired an equivalent of **three or more unexcused absences**, the school will notify the parent or guardian in writing or via automated message of the student's absences. This is a courtesy to make parents/guardians aware that we are monitoring their student's attendance. This reminder or similar documented action will serve as the good faith effort required of the school before taking further action. Failure to see or hear this reminder does not prevent further action taken to attempt to improve attendance.

#### 2. Five (5) or More Unexcused

The school will notify the parent/guardian of the attendance policy and consequences at an equivalent of **five (5) unexcused** absences in conjunction with a Truancy Meeting, which the parent/guardian will be requested to attend. The objective of the meeting will be to explore the barriers to attendance, develop a plan to improve attendance, and to remind the parent/guardian of the attendance policy and consequences for further unexcused absences.

**At this Truancy Meeting if we find the student has a history of truancy (10 unexcused absences the previous school year), an appropriate community referral to the Laurens County Local Interagency Planning Team may be completed for this student along with the parent/guardian to work toward improvement in the student's attendance at school.**

#### 3. Seven (7) Days of Parent Notes for Illness

A parent's note will be accepted to excuse personal illness for seven (7) days during the school year. After a parent's note has been used for seven (7) days at any time during the school year, a doctor's excuse is required for ALL future absences due to illness.

#### 4. Ten or More Unexcused Absences

a. **Ten or more unexcused** absences will result in a petition for educational neglect or truancy to be filed with the Laurens County Juvenile Court.

b. In the event of a referral, each additional unexcused absence following notification of the parent/guardian of 10 unexcused days of absence for a child shall constitute a **separate** violation of the Compulsory Education Law (OCGA 20-2-690.10). The violation will be reported to the court.

c. Any parent, guardian, or other person with control of a child, who violates the Compulsory Education Law shall be guilty of a misdemeanor, and upon conviction thereof, shall be subject to a fine not less than \$25.00 and not greater than \$100.00,



imprisonment not to exceed 30 days, community service, or any combination of such penalties, at the discretion of the court having jurisdiction (OCGA 20-2-690.1).

\*\*Regular school attendance is essential for academic progress. State and county law require regular attendance. A student is considered absent when he/she does not attend school, leaves prior to 11:30, or does not arrive until after 11:30 am.

## 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.
- \*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.

Intervention 1

Re-Direct Student/  
Verbal Warning; re-teach appropriate behavior

Intervention 2

Change assigned seat for student

Intervention 3

Contact Parent about behavior through verbal communication

Intervention 4

Contact Parent about behavior through verbal communication

Intervention 5

Complete office referral and submit to designated school official along with supporting documentation (parent contact and previous disciplinary actions).

Minor Infractions – Driver Managed

- Horseplaying
- Eating on the bus
- Failure to remain in seat while bus is in motion
- Minor disrespect
- Littering
- Failure to remain quiet at railroad crossings
- Out of assigned seat
- Profanity
- Inappropriate use of electronic devices
- Use of lasers, flashes, or other reflective devices that might interfere with the driver’s operation of the bus.

Major Infractions – Administrator Managed

- Fighting on the bus
- Verbal assault or being blatantly disrespectful to the bus driver or school personnel
- Possession of tobacco products, vapes, lighters or matches
- Vulgar language toward others
- Inappropriate physical contact
- Harassment or other students or bus driver
- Disrespectful conduct toward students

Administrative Discretion:

- Vandalism of a school bus will result in suspension until damage is paid for.
- Possession of any weapon or objects used as a weapon, other than a firearm, will result in a suspension from the bus until a hearing.
- Possession of a firearm, drugs, or alcohol will result in suspension from the bus and from school.

Intervention 1

Contact Parent about behavior via verbal / written contact if driver has not been able to make previous contact. If driver submits proper documentation proceed to Intervention 2.

Intervention 2

Contact Parent about behavior; student suspended from the bus for **1 day**.

Intervention 3

Contact Parent about behavior; student suspended from the bus for **2 days**.

*Step 1 for major infractions*

Intervention 4

Contact Parent about behavior; student suspended from the bus for **3 days**.

*Step 2 for major infractions.*

Intervention 5

Contact Parent about behavior; student suspended from the bus for **5 days**.

*Step 3 for major infractions.*

Intervention 6

All interventions have been implemented; parent conference or hearing will be held to determine continued district transportation.

\*Corporal punishment may be used in Laurens County Schools in lieu of bus suspension at administrator’s discretion (grades K-8).

\*\*Some major infractions could result in suspension from both the bus and school at the administrator’s discretion.

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.

**Administrative discretion may be used in dealing with students on any offense, except those involving cases of assault, weapons, and drugs.**

**DEFINITION OF DISCIPLINARY TERMS**

**AWOL** – Unauthorized absence and/or leave from class, school, activity or event

**Arson** – Intentionally starting or attempting to start any fire or combustion.

**Assault** – A verbal threat to or an attempt to physically harm someone without actually touching him/her.

**Battery** – A beating or other wrongful physical violence or constraint without the person’s consent.

**Bomb/Explosive** – A device containing combustible materials and a fuse.

**Bullying** – In accordance with Georgia law, bullying is defined as an act that is:

(1) Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so;

(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:

(A) 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;

(B) Has the effect of substantially interfering with a student’s education;

(C) Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or

(D) Has the effect of substantially disrupting the orderly operation of the school.

The term applies to acts which occur on school property, on school vehicles, at designated school bus stops, or at school related functions or activities or by use of data or software that is accessed through a

computer, computer system, computer network, or other electronic technology of a local school system. The term also applies to acts of cyberbullying which occur through the use of electronic communication, whether or not electronic act originated on school property or with school equipment, if the electronic communication (1) is directed specifically at students or school personnel, (2) is maliciously intended for the purpose of threatening the safety of those specified or substantially disrupting the orderly operation of the school, and (3) creates a reasonable fear of harm to the students' or school personnel's person or property or has a high likelihood of succeeding in that purpose. Electronic communication includes, but is not limited to, any transfer of signs, signals, writings, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system.

**Burglary** – Unauthorized entry into a school district building (unoccupied) with the intent of committing a felony when the building is closed to the students and the public [See Theft].

**Bus Misconduct** – Failure to comply with rules of bus safety or Student Conduct Behavior Code.

**Bus Suspension** - The student is suspended from the bus for a specified period of time by the local school administrator. The student is expected to attend school, but the parents are responsible for providing transportation to school.

**Chronic Lack of Supplies** – Repeatedly reporting to class without necessary materials such as books, physical education attire, supplies, etc.

**Dangerous Object** -any object listed in the OCGA 6-11-127.1 that is not used in a threatening or aggressive manner.

**Detention** – Student attends a work/study session outside of regular school hours. Parent makes arrangements for transportation.

**Disciplinary Probation** – A student found guilty of certain offenses may be placed on probation by the local school and/or the Student Disciplinary Panel. Probation is a trial period during which a student violating school and/or school system rules is subject to further disciplinary action.

**Disobedience/Insubordination** – Failure of the student to comply with reasonable direction or instruction by staff.

**Disorderly Conduct** – Behaving in a violent or seriously inappropriate manner which disrupts the educational process.

**Disrespect** – Responding in a rude and impertinent manner.

**Disruption** – Behaving in a manner which interferes with educational activities.

**Drug/Alcohol/Chemical Offense** – Possession, sale, transmission, use, distribution, or being under the influence of any controlled substance or alcohol; includes any transfer of a prescription drug or any substance represented or believed to be a drug, regardless of its actual content.

**Due Process** – A student is afforded oral or written notice of the charges against him/her and is given an opportunity for a review, hearing or other procedural rights in accordance with state and federal laws.

**Extortion** – Use of “mild” threats or intimidation to demand money or something of value from another (no weapon).

**False Fire Alarm** – Reporting a fire to school or fire officials or setting off a fire alarm without a reasonable belief that a fire exists.

**Felony** – Any offense punishable as a felony under Georgia or federal law.

**Fighting** – Involves the exchange of mutual physical contact such as pushing, shoving and hitting, with or without injury.

**Gambling** – Playing any game of skill or chance for money or anything of value.

**Harassment/Intimidation/Verbal Abuse** – Disturbing consistently, by pestering or tormenting in the classroom, on the school bus, or elsewhere on the school site; which includes sexual harassment as defined by title IX of federal law.

**Inappropriate Dress** – Dressing in a manner that disrupts the teaching and learning of others or in violation of the school’s dress code.

**Inappropriate Personal Property** – Possession of personal property that is prohibited by the school rules, such as food, beverages, and electronic equipment.

**In-School Suspension** – The student is removed from regular classes for a specified period of time at the local school. Class work assignments are sent to the student by the teachers.

**Loitering/Trespassing** – Entering any school property or school facility without proper authority (includes student entry during a period of suspension or expulsion).

**Long-Term Suspension** – The student is suspended out-of-school for more than ten (10) days.

**Non Prescription Drug** – Over-the-counter drug not authorized by a registered physician and not prescribed

for the student. Student use is prohibited except in accordance with local school policy.

**Permanent Expulsion** – The student is removed from all public school property, activities, and events for an indefinite period of time. This action may be taken by the Board of Education or Student Disciplinary Panel. School work may not be made up or credit given.

**Prescription Drug** – Use of a drug (medication) authorized by a registered physician and prescribed for the student. Student or parent should inform the school on the use of medically prescribed drug.

**Profanity/Vulgarity** – Writings, speech, or gestures that convey an offensive, obscene, or sexually suggestive message.

**Robbery** – Taking property from a person by force or violence, or threat of aggression.

**Sexual Assault/Offenses** – Intentional sexual contact of a harmful or offensive manner.

**Short-Term Suspension** – The student is suspended out of school up to ten (10) days by the local school administrator. The student may be suspended for an accumulation of offenses; as well as, a major offense. Suspended students may make up those tests and assignments that the teacher determines will have impact on the student’s final grade and mastery of course content. Assignments that the teacher does not require to be made up will not count towards a student’s final grade. It is the student’s responsibility to make arrangements to make up work within five (5) school days upon return to school. During the term of suspension, the student is not allowed on the school campus or at any school activity or school-sponsored event.

**Student Disciplinary Panel** – A three-member panel composed of an administrator, teacher, counselor, social worker or school officials. The Panel hears evidence presented by the school system, the student, and parents when a student is referred by the local school principal or his/her designee. The Panel has the authority to make decisions ranging from returning the student to the local school to recommending to permanent expulsion of the student.

**Tardiness** – Failure to be in assigned place at the assigned time without a valid excuse.

**Theft/Larceny** – Unlawful taking and carrying away of property belonging to another person (while the building is occupied) with the intent to deprive the owner of its use [See Burglary].

**Transmission** – The passing of any substance, article, or weapon to another person.

**Truancy** – The student stays out of school without permission or valid excuse.

**Weapon**-any firearm or object listed in the OCGA 16-11-127.1 that is used in a threatening or aggressive manner.

#### **PROCEDURES WHEN DISCIPLINING CHILDREN WITH DISABILITIES**

School personnel may, for not more than ten 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 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, consecutive or not 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 out in the child’s IEP.

Within ten 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 must review all relevant information in the student’s file, in the IEP, any teacher observations and any relevant information provided by the parent to determine:

- a. If the conduct in question was caused by, or had a direct and substantial relationship to, the child’s disability; or
- b. If the conduct in question was the direct result of the school systems failure to implement the child’s IEP.

If the 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 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.

1. If your child carries a weapon to school or to a school function; if your child knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or a school function; or if your child 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 to (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 education 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 (5).
4. Any interim alternative educational setting in which your child is placed pursuant to paragraph (1) or paragraph (4) in this section shall: (a) be selected so as to enable your child

- to continue to 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 the services and modifications of a functional behavioral assessment and behavior intervention plan designed to address the behavior so that it does not recur.
5. If a disciplinary action is contemplated as described in paragraph (1) or paragraph (4) of this section for the behavior of your child, you shall be notified of that decision and of all procedural safeguards accorded under this section no later than the date on which the decision to take that action is made,; and immediately, if possible, but in no case later than 10 school days after the date on which the decision to take that action is made, the school system, the parent and relevant members of the IEP team shall conduct a review of the relationship between your child's disability and the behavior subject to the disciplinary action.
  6. In carrying out a review described in paragraph (6) of this section, the school system, the parent and relevant members of the IEP team (as determined by the parent and the school system ) shall review all relevant information in the student's file, including the child's IEP, any teacher observations, and any relevant information provided by the parents 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 systems failure to implement the IEP. When the school system, the parent and the relevant members of the IEP determine that either (a) or (b) is applicable, the conduct is a manifestation of the disability.
  7. 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 your child in the same manner in which they would be applied to children without disabilities except that the child: (a) must continue to receive educational services so as to enable the child to continue to participate in the general education curriculum, although in another setting and to progress toward meeting the goals set out in the child's IEP; and (b) receive, as appropriate, a functional behavioral assessment, and behavioral intervention services and modifications that are designed to address the behavior violation so that it does not recur.
  8. If the determination is made that the conduct was a manifestation of the disability, then the IEP team shall conduct a functional behavioral assessment and implement the behavior intervention plan or review such and revise as necessary if already in place. 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 behavioral intervention plan. For circumstances described in paragraph (1) or (4) an interim alternative setting may be used as determined by the IEP team.
  9. 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 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.
  10. When an expedited due process hearing has been requested regarding placement as a result of a violation of code of conduct, the 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 defined, whichever occurs first, unless the parent and the State or local agency agree otherwise.

11. 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 school system has knowledge that the child may be a child with a disability if:
  - a. 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.
  - b. The parent requested an evaluation related to eligibility for special education and related services under the IDEA.
  - c. The child's teacher or other 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.
 A school system does not have knowledge if:
  - a. The child's parent has not allowed an evaluation of the child
  - b. Has refused special education and related services
  - c. Has revoked consent for the delivery of special education and related services or
  - d. The child has been evaluated and determined not to be a child with a disability eligible for services under the IDEA.
2. Request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. To request the school district to amend records, the parent or eligible student should write to the school principal, specifying the part of the record they want changed, and why it is inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the district decides not to amend the record, it will notify the parents or eligible students of the decision and inform them of their right to a hearing. Additional information regarding the hearing procedure will be provided with the notification of the right to a hearing.
3. Consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that the Act and the regulations promulgated pursuant to the Act authorize disclosure without consent. One exception, which permits disclosure without consent, is to school officials with legitimate educational interest. A school official is a person employed by the district as an administrator, supervisor, instructor, support staff member, or a member of the school board; a person with whom the district has contracted to perform a specified task (such as attorney, auditor, therapist, or online educational services provider); a contractor, consultant, volunteer, or other party to whom the district has outsourced services, such as electronic data storage; or a parent or student serving on an official committee (such as a disciplinary or grievance committee). A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his/her professional responsibility. Upon request the school district will forward educational records without prior consent to another school in which the student seeks or intends to enroll.

## Student Rights

### Family Educational Rights and Privacy Act:

Under the Family Educational Rights and Privacy Act (FERPA) [20 USC 1323g] you have the right to:

1. Inspect and review, within 45 days of a request, the education records of a student who is your child, or in the case of a student is 18 years of age or older, or those who are emancipated, your own education records. Parents or eligible students should submit to the administration a written request identifying the record(s) they wish to inspect. The administration will make arrangements for access and provide notice of such arrangements.

### FERPA Directory Information Notice:

The Laurens County School system has designed the following information as directory information:

1. Student's name, address, and telephone number
2. Student's date and place of birth
3. Student's email address



4. Student's participation in official school clubs and sports
5. Weight and height of student if he/she is a member of an athletic team
6. Dates of attendance at Laurens County Schools
7. Honors and awards received during the time enrolled in the Laurens County School system
8. Photograph
9. Grade level

Unless you, as a parent/guardian or eligible student, request otherwise, this information may be disclosed to the public upon request. You have the right to refuse to allow all or part of the above information to be designated as directory information and to be disclosed to the public upon request. If you wish to exercise this right, you must notify your school principal in writing within 30 days of the first day of school.

#### **Parent Notice of PPRA Rights**

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, requires school districts to notify parents and obtain consent or allow them to opt their child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas ("protected information surveys"):

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes ("marketing surveys"), and certain physical exams and screenings.

This notice and consent/opt-out provision transfers from parents to any student who is 18 years old or an emancipated minor under State law.

The school is required by federal law to give this notice to parents. However, the school does not have scheduled any such activities as are described above. If any such activities are initiated during the school year, parents will be notified accordingly and will be afforded all the rights described herein.

#### **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/>.

#### **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).

**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 can not be understood by others
- If a child has difficulty seeing or hearing

**Who may refer children?**

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

**Who do I contact?**

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

**Section 504 Parent Notice:**

Any student or parent or guardian ("grievant") may request an impartial hearing due to the school system's actions or inactions regarding your child's identification, evaluation, or educational placement under Section 504. Requests for an impartial hearing must be in writing to the school system's Section 504 Coordinator; however, a grievant's failure to request a hearing in

writing does not alleviate the school system's obligation to provide an impartial hearing if the grievant orally requests an impartial hearing through the school system's Section 504 Coordinator. The school system's Section 504 Coordinator will assist the grievant in completing the written Request for the Hearing. The Section 504 Coordinator may be contacted through the school system's central office. Copies of the 504 Procedural Safeguards and Notice of Rights of Students and Parents under Section 504 may be found at the system website or may be picked up at the central office or at any of the school offices.

If you need further information about your 504 Procedural Rights, please contact Stacey Sanders, Special Education Director, at 478-272-4767.

## Student Health

### Hospital Homebound:

The Laurens County School System has a Hospital Homebound Program for students enrolled in school who have a medically-diagnosed physical condition that restricts them to a hospital or their home for a period of time that will significantly interfere with their education. A student is eligible for hospital homebound educational services upon submitting a medical referral form to the local school system completed and signed by a physician. Included in this form shall be a statement by the physician that the student will be absent a minimum of 10 days and that the student is physically able to participate in educational e\instruction. Students are not eligible for this program if the absence is due to communicable disease (except as specified in State Board Policy JGCC).

### Immunization & Health Certificates:

Every student must have an updated immunization record on file at school. Georgia Law requires children attending school (5 year old kindergarten – 12<sup>th</sup> grades) must be age appropriately immunized with all the required vaccines at the time of first entry in school. It is the responsibility of the parents to provide these records to the school.

All students, regardless of grade and including foreign exchange students, must have the Georgia Department of Human Resources (DHR) immunization certificate (Form 3231) marked Complete for School unless any of the following situations exist:

1. Medical Exemption: In this case the 3231 has an expiration date no more than 12 months from the date of issue. There must be an annual review of the medical exemption and the certificate reissued with or without indication of the medical exemption.
2. Religious Exemption: For a child to be exempt from immunization on religious grounds, the parent or guardian must furnish the school with a notarized statement and it must meet the following criteria: (A) State that their religious beliefs conflict with immunization requirements; (B) The statement must be signed and dated by the parent/guardian; (C) The statement must be notarized, dated, and signed by a Notary Public; (D) The statement should be submitted to the school in lieu of an immunization certificate (Form 3231); (E) The statement GaDOE's not expire.

3. Waiver of 30 calendar days granted to Georgia residents by the superintendent or designee.
4. Waiver of 90 calendar days granted by the superintendent or design to students entering Georgia public schools from out of state, provided that documentation is on file from the county health department or a medical doctor stating that an immunization sequence has been started and can be completed within the 90 day waiver period.
5. The form can be computer generated and if the child attends more than one school, a photocopy of the form may be submitted to the second school.

For more information, visit

[health.state.ga.us/programs/immunizations/index/asp](http://health.state.ga.us/programs/immunizations/index/asp)

A student, regardless of grade level, who has never been in a Georgia public school, must also provide certification of eye, ear, and dental examinations (EED). Any child admitted to school without a certificate must present one within 120 calendar days. The form for this examination is DHR Form 3300. All DHR forms may be obtained at the local public health departments or physician offices.

### Laurens County Schools Lice Policy

The Laurens County School System has a NO-NIT head lice policy. Students may be checked periodically, or as needed, if head lice are suspected. If a child is identified with lice and/or nits (eggs), the child will be removed from the classroom, and the parents called to pick up their child(ren). 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 that attend county schools may be checked and will be sent home if necessary. A parent, or other adult designee, are required to bring the child(ren) to school to be cleared of lice and/or nits, by the nurse or administration, before returning to the classroom. Parents may be required to receive clearance from the Health Department or personal physician before returning to school. Chronic problems with head lice will be referred to the school social worker or other Laurens County agency.

## School Nutrition:

### ***Laurens County School Nutrition***

Enrolled students are eligible to receive a healthy breakfast and lunch each day at no charge for the 2022-2023 school year. Adult/Staff/Visitors breakfast and lunch prices are available at the beginning of the school year from the nutrition department.

### **Guidelines for Parents Visiting Schools during Lunch Time and Meals Brought from Home/Restaurants**

While the participation of parents at school is encouraged, it may be necessary for individual principals to limit the access of parents visiting with their child during lunch due to time and space constraints. Food purchased from outside “fast food” restaurants, and remaining in original packaging (i.e. bags and wrappers) is not permitted in any Laurens County School cafeteria.

**The School Nutrition Program will not be responsible for the safety of meals or food brought from home by student or faculty.**

## Promotion / Retention

Promotions are made based on the ability of the pupil to do the work at the next level of instruction. Retention or promotion decisions will be the responsibility of the certificated staff. Parents, teachers, the student involved, and other concerned persons must be included in the discussions leading to a decision. Any desire to change grade placement for the betterment of the child must be discussed with parents. The welfare of the student is the primary consideration. To help assure appropriate achievement as student's progress through their school experience, the **Laurens County Board of Education** establishes the following basic promotion and retention criteria for use in the school system.

1. Students in first grade must earn a rating of Progressing or Meets for standards listed on the report card.
2. Students in second grade must earn a rating of Progressing or Meets for standards marked with an asterisk on the report card.
3. Students in grades 3-5 must pass Reading/English Language Arts, Math, and one of the following: Social Studies or Science on his/her final report card to be promoted.
4. All students in grades 6-8 must pass four of the five required subjects on his/her final report card to be promoted. The five required subjects are the following: English Language Arts, Math, Social Studies, Science, and Connections.
5. Where the teacher believes the student is not performing at such level, the teacher must implement remediation efforts as set forth in regulations or procedures.
6. A protocol shall be established whereby a school level team will review a student's performance prior to any decision to retain the student.
7. Prior to a student's retention, the student's parents must be notified of the possibility of retention and given the opportunity to attend a meeting to discuss the matter.
8. Grades 9-12 promotion is based on the number of units for which a student has earned credit toward graduation. Graduation requirements are specified in the local Board's graduation

policy in accordance with the appropriate State Board Rule.

9. School level promotion and retention decisions shall be final and not subject to further appeal.
10. Students in kindergarten must master a minimum of 9 of the 12 required skills noted on the Laurens County School System kindergarten report card.

2. All students in grades 6-8 must pass four of the five required subjects on his/her final report card to be promoted. The five required subjects are the following: English Language Arts, Math, Social Studies, Science, and Connections. In addition, in accordance with state board policy IHE 160-4-2.1,

- Grade 8 must also achieve grade level on the Reading and Math portion of the Georgia Milestone Assessment

3. Where the teacher believes the student is not performing at such level, the teacher must implement remediation efforts as set forth in regulations or procedures.

4. A mechanism shall be established whereby a school level team will review a student's performance prior to any decision to retain the student.

5. Prior to a student's retention, the student's parents must be notified of the possibility of retention and given the opportunity to attend a meeting to discuss the matter.

6. Grades 9-12 promotion is based on the number of units for which a student has earned credit toward graduation. Graduation requirements are specified in the local Board's graduation policy in accordance with the appropriate State Board Rule.

7. School level promotion and retention decisions shall be final and not subject to further appeal.

### Title I:

It is the intent of the Laurens County Board of Education and East Laurens Primary 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 and family engagement plan and school-parent 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. The School Improvement Plan is in the office and is available for review on the school's webpage along with the school's parent and family engagement plan and school-parent compact.

### Emergency School Closing:

In the event of bad weather conditions, parents/guardians are encouraged to listen to the local radio and television stations, or call the Laurens County Board of Education office at 272-4767. The superintendent of schools will announce by 6:00 a.m. any decision to close or delay the opening of school. Please keep your information up-to-date so that we have an accurate phone number for you in the event the One Call Now System is used to relay school closing information.

### Reporting Inappropriate Employee Behavior

**Students may not falsify, misrepresent, omit, or erroneously report information regarding instances of alleged inappropriate behavior by a teacher, administrator, or other school employee toward a student** 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.

### Teacher Qualifications/Parent's Right to Know

In compliance with the requirements of the federal Every Student Succeeds Act (ESSA), the Laurens County Board of Education is informing parents of their right to request information about the professional qualification of their child's teacher(s) and paraprofessionals(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 (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 paraprofessional(s) that provide educational services, the parent must provide a written request to the school principal.



The following are procedures specific to East Laurens Primary:

# East Laurens Primary School 2023-2024

## Student Handbook

Janelle Butler  
Principal

Sherry Kight  
Assistant Principal

950 Highway 80 East  
East Dublin, Georgia 31027  
Phone Number: 478-272-4440  
Fax Number: 478-272-7815  
Website: [www.elp.lcboe.net](http://www.elp.lcboe.net)

### Principal's Message:

Welcome to East Laurens Primary School! The faculty and staff pledge to you a commitment of a safe, orderly, fun, 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 2023-24 school year.

### Mission Statement:

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

### Effect of student handbook:

The policies, rules, and regulations shown in the ELP Student Handbook are regulatory in nature and are not

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 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 ELP 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.

### After School Functions:

Students remaining after school to participate in any after-school function must have written permission by the parent and must have permission from the teacher and administration. Any students that remain for a function must be under the supervision of the teacher or adult responsible.

### ELP After-School Program:

- After school program hours are 3:30 pm -6:00 pm Monday-Friday
- The cost is \$35 per week. Payments are to be received on or before Friday of each week. (The cost for families with multiple children is \$30 per child per week.)
- A charge of \$10 will be added for any day in which the student is picked up after 6:00 pm
- We serve ELP students Pre-K through 2<sup>nd</sup> grade
- We provide a snack, time for homework, and fun supervised activities.
- After school employees will be comprised of ELP staff.

### 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 nor through class Dojo/Remind.** 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 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. **Emergency situations MUST be handled through the principal.**

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 faculty member on duty. If two faculty members are on duty, please pull all the way up to the first faculty member so that two cars may unload at the same time. Please place your child's car seat on the passenger's side (right side of your car, next to school building) of your car. 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. Students should report to the cafeteria until they are dismissed to go to their classrooms. **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 2:55 p.m. each day. In the afternoon, the pick-up line may be formed at 2:20 p.m. Cars that arrive before 2:20 p.m. will need to wait in the parking lot by the softball field across from the school. **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.**

The safety and security of our students is a priority here at ELP. To assist us with keeping all students safe and secure, please note the following procedures for our pick-up/drop-off line:

- All students should be picked up and dropped off through the car rider line.
- Cars should pull up to the brick columns in order to be loaded/unloaded.
- We encourage all vehicles with multiple students (more than one) to enter the pick-up/drop-off line on the inside lane.
- Cars will remain in a stopped position until all cars are loaded/unloaded.
- Once loaded/unloaded, our staff will signal for each lane to pull forward.
- **Students that are bringing in items that they cannot carry (example: items for a class celebration or class project) need to be brought in by a parent after the car rider line ends at the 8:10 am bell.**
- **The only parents that should enter the building during the car rider line process are those with an appointment or those bringing in medication to the nurse.**
- **Students without car tags will not be loaded. Parent must pull around and then present proper ID in the office in order to sign a student out. Students will be released once the car rider line has dissipated.**

#### **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 annually will send home the *Clinic & Health Information & Permission Form* for the parent or guardian to complete for his/her child. 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 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 (greater than 100.2°F) 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. If you send your child before the 24 hours have ended, then you will be contacted and your child will need to be picked up.

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 lice and/or nits (eggs), 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.

### Georgia Curriculum Standards

All kindergarten, first, and second grade classes will follow the curriculum standards from the Georgia Department of Education. A copy may be seen at: [www.georgiastandards.org](http://www.georgiastandards.org) . Pre-K Classes follow the GELDS standards.

### Computers:

All classrooms at ELP have internet-ready computers for student use. Our school also has one computer lab with

twenty internet-ready computers. 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.

- Clothing with obscene pictures, obscene language, alcohol, tobacco, or any other type of drug will be considered inappropriate and not allowed on school property for children or adults.
- Head covering should not be worn inside the building (examples: hats, hoods, non-religious scarves).
- Boys are encouraged to tuck in their shirts.
- Girls should wear shirts that cover their midriff.
- Shorts, skirts, and dresses should be of the appropriate length (no shorter than 2 -3 inches above the knee).
- Earrings that dangle pose a safety problem and should not be worn.
- **Baggy pants worn below the waist are not appropriate.** Boys are encouraged to wear belts.
- **Flip-flops pose a safety hazard and should not be worn.**
- Students are encouraged to wear sneakers, sandals, or closed toe shoes. Please do not send your child to school in high heels, wheeled shoes, or any other unsafe, not age appropriate shoes.

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

### Field Trips and field days:

The faculty of East Laurens Primary feels that field trips and field days are a valuable part of a child's education. Students may lose their opportunity to attend field trips or participate in field days because of excessive misconduct. Excessive equals three or more referrals/office visits for misconduct during the semester of the activity.

**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.)

**Gifted Program:**

Gifted classes are offered for students who qualify based on state established criteria. Each year, 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 Primary. 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 primary 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. 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.

At East Laurens Primary School, PBIS starts with the behavioral expectations matrix. This matrix is displayed in all hallways and common rooms such as the art room, music room, gym, and the library. The matrix focuses on being a P.R.O (Polite, Responsible, and Obedient) and details behavioral expectations tied to being a P.R.O in all areas of the school.

The purpose of PBIS is to reinforce appropriate behaviors in order to reduce discipline referrals. P.R.O. bucks are given out to any student who is demonstrating being a P.R.O. in any area of the school. These "bucks" can be redeemed in our school store for various items.

Occasionally, special edition PRO bucks are distributed. The awards for those tickets can vary, but these tickets are given to those students who are going "above and beyond" with their behavior.

**Identification of Personal Possessions:**

We will try to help students keep up with their possessions, but it is the parents' responsibility to write their child's name on his or her possessions. If an item is found by a student with no name on it and an argument starts as to the ownership of the item, the teacher will take the item in question and keep it until a parent can produce some form of proof of ownership. 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, 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 school work 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.

### **Lunchroom**

Lunches brought from home need to be in a lunchbox or appropriate lunch bag and the drink in a thermos or water bottle

Students will be allowed to talk to their peers during the lunch period so long as there is no music. Whenever the music plays, all students are required to eat their lunch and cease talking for a period of three minutes to ensure that all students are able to eat in the allotted time.

### **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. Students are only allowed to check out books when they have returned their previous books. Unpaid library fines can result in records being held until payment is made.

### **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.
- Students who arrive at school between 7:30-7:45 a.m. will report to the cafeteria for breakfast. (Pre-K will report to their class).
- The tardy bell will ring at 8:10 a.m. Any student who arrives after the 8:10 a.m. bell must stop in the office to get a tardy slip.
- If a student eats breakfast at school, please keep in mind that students need to be finished with breakfast and in their classroom by the 8:10 a.m. tardy bell.
- Students can continue to check out books from the media center until 8:10 a.m.

### **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 unless special permission has been arranged with the principal. 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 in their original sealed store containers for the teachers to distribute during recess or lunch. Homemade items are not allowed for distribution because the school cannot certify the safety of food brought from home. Restaurant foods should not be brought in for birthdays including but not limited to pizza.

### **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. Prior to the of the Pledge of Allegiance to the American Flag, ELP 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):**

We encourage and invite all parents to join.

**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 call and speak with 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 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
  - d. Previous school academic and discipline records included the most recent report card

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 for approval 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 kindergarten, first, and second grade students are required to attend a rotation class each day. Rotation classes include: Art, Computer Lab, Music, STEAM, 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.

**Snacks:**

Healthy snacks and drinks are sold in machines after lunch. Students may ask their teacher if they may bring snack items from home and/or purchase them at school. Times and locations for snacks will be announced by the teacher.

**Supplies:**

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

**Student Handbook:**

The policies, rules, and regulations shown in the ELP 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 ELP 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 are sent home each Tuesday. These papers are intended to give the parent an idea about what the student is doing in school. They should be signed and returned to school the next day. 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).

**Tardies/Early Dismissals:**

Students should be in the classroom when the tardy bell rings at 8:10am. 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 dismissals. Early dismissal occurs when a student leaves after 11:30



am and before 2:40 pm. 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 are consistently tardy or consistently leave school early will be referred to the school social worker. Students must be at school on time and stay all day except in extreme cases. Unexcused tardies and dismissals will be considered when deciding perfect attendance. 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.

#### **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 a long bell sounds.

#### **Toys:**

Toys 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. 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 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. In the event of an absolute emergency, please call the principal or assistant principal **(a family should not have more than three such emergencies during a school year)**. 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. **Due to the age of our students, an adult must be present and visible to receive the student when they are dropped off. If there is not an adult to receive them, the child will be brought back to the school and must be picked up from the school.**

#### **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. ELP 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.

#### **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. These meetings should be pre-arranged to ensure the teacher is available and not participating in a required professional development session. With the exception of emergency situation, meetings with administration or the counselor should be pre-arranged as well to ensure the individual is available.

#### **Withdrawal:**

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

**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.

STUDENT NAME (please print)

\_\_\_\_\_

STUDENT 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 \_\_\_\_\_

**2023-2024 East Laurens Primary Handbook Agreement**

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

I have read my child's student parent handbook and reviewed it with my child. As the parent, I understand all items including but not limited to:

- My child is **tardy** if he or she arrives at **8:10 am or later.**
- **Early dismissal** occurs when a student **leaves after 11:30 am and before 2:40 pm.**
- Five (5) unexcused tardies/early dismissals will count as one (1) unexcused absence.
- 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 3:10 p.m.**
- I have received the information on Teacher Qualifications/Parent's Right to Know (pg. 17)

\_\_\_\_\_ Signature of Parent \_\_\_\_\_ Date

I do\_\_\_\_ do not\_\_\_\_ give East Laurens Primary 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 Primary shall have the right to use photographs or other images of my child in promotional or educational materials. I acknowledge that East Laurens Primary 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 Primary 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