Laurens County School District
2017-2018 School Calendar

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

Resvised 2/2/17
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EAST LAURENS HIGH SCHOOL
STUDENT HANDBOOK
2017-2018

Administration:
Dr. OJ Hall, Principal
Mrs. Janelle Butler, Assistant Principal
Dr. James Lawhorn, Assistant Principal
Mr. Jimmy Williams, Assistant Principal

Guidance Counselor:
Mrs. Lesley Brantley

Secretaries:
Ms. Carol Evans
Mrs. Jenny Taylor

Social Worker:
Mrs. Summer Faulk

School Phone:
(478) 272-3144

Resource Officer:
Officer Dent Yates

Fax Number:
(478) 609-2175

School Website:
www.elhs.lcboe.net

School Address:
East Laurens High School
920 Hwy 80E
East Dublin, GA 31027

Office Hours:
7:30 a.m. to 4:00 p.m.

School Colors:
Black & Gold

School Mascot:
Falcon

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

When our cares of life o’er take us,
Let’s turn our memories back
Hail to thee our Alma Mater,
Of the Gold and Black.
LCBOE Mission Statement:
Laurens County Schools are student-centered communities of learners that challenge students to become independent critical thinkers, problem solvers, and contributing citizens.

LCBOE Vision Statement:
Rigor, Relevance, Relationships ... every teacher, every student, every day!

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

THE MISSION OF ELHS is to provide the best education possible for our students in order for them to become responsible, productive members of the community. To achieve this mission, a dedicated staff will provide educational expertise, encouragement, and motivation. A comprehensive curriculum and technologically advanced equipment will be used in an efficient facility with a safe, healthy, pleasant atmosphere.

**ELHS Beliefs:**

1. All students can learn.
2. Learning is a life-long process.
3. Learning is enhanced by high expectations.
4. Education promotes responsible citizenship
5. All students deserve knowledgeable, caring, conscientious teachers.
6. Education is NOT a job, but a commitment to enriching lives.
7. Mutual respect among all stakeholders is vital to learning.
8. Every student possesses unique gifts, which educators must strive to develop.
9. Education is the shared responsibility of all stakeholders- family, school and community.
10. All students need appropriate learning experiences to become productive members of society.

*Spirit and Pride are the Keys to Victory!*

[www.elhs.lcboe.net](http://www.elhs.lcboe.net)

*Note: This year’s 2017-2018 Student Handbook SUPERSEDES all other Student Handbooks. Each student is required to have a handbook. The replacement cost for this handbook is $10.00.*

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

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

Dear Parents and Students:

Welcome to East Laurens High School, where “Spirit and Pride are the Keys to Victory.” We look forward to helping to develop your student academically and in character. Our talented and dedicated staff will foster this development.

This student handbook is designed to help our parents and students better understand our procedures and guidelines at ELHS in an effort to make our school a safe and orderly environment, we must minimize disciplinary problems and spend the majority of our time in the pursuit of academic excellence. We ask that parents help by reviewing and supporting this plan. Together we can make this a great year.

Please feel free to call and make an appointment to visit your child’s teachers. Each teacher has a planning period, and our secretaries will be glad to assist you with a visitor’s schedule and pass. Our administrative staff is also available to assist you with any concerns you may have.

Respectfully,

OJ Hall
Principal, ELHS
Preface

EFFECT OF STUDENT HANDBOOK

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

The ultimate administrative responsibility for ELHS is vested in the Principal who must treat each situation, whether disciplinary or administrative, from the perspective of what is in the best interest of the individual student concerned, the other students in the school, and the ongoing education mission of the school and of the Laurens County School System.
### East Laurens High School Bell Schedule 2017 - 2018

#### Regular Schedule

**M, W, Th, F**

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<tr>
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<td>Teachers' Bell</td>
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<tr>
<td>7:50 - 8:00</td>
<td>Breakfast</td>
</tr>
<tr>
<td>8:05 - 8:55</td>
<td>1st Period (50 min)</td>
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<tr>
<td>9:00 - 9:50</td>
<td>2nd Period (50 min)</td>
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<tr>
<td>9:50 - 10:00</td>
<td>Break (10 min)</td>
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<tr>
<td>10:05 - 11:00</td>
<td>3rd Period (55 min)</td>
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<tr>
<td>11:00 - 12:25</td>
<td>4th Period/Lunch</td>
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- 11:00 - 11:30 1st Lunch (30 min)
- 11:35 - 12:25 4th Period (50 min)
- 11:05 - 11:55 4th Period (50 min)
- 11:55 - 12:25 2nd Lunch (30 min)

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<td>1:25 - 2:15</td>
<td>6th Period (50 min)</td>
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<td>2:20 - 3:10</td>
<td>7th Period (50 min)</td>
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#### Club Activity Schedule

**2nd & 4th Tuesdays**

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<tr>
<td>8:50 - 9:30</td>
<td>2nd Period (40 min)</td>
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<tr>
<td>9:30 - 10:00</td>
<td>Clubs (30 min)</td>
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<tr>
<td>10:00 - 10:10</td>
<td>Break (10 min)</td>
</tr>
<tr>
<td>10:15 - 11:00</td>
<td>3rd Period (45 min)</td>
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- 11:00 - 11:30 1st Lunch (30 min)
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- 11:05 - 11:55 4th Period (50 min)
- 11:55 - 12:25 2nd Lunch (30 min)

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#### Club Activity Schedule

**1st, 3rd, & 5th Tuesdays**

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<td>1:04 - 1:44</td>
<td>5th Period (40 min)</td>
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<td>1:47 - 2:26</td>
<td>6th Period (39 min)</td>
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<tr>
<td>2:30 - 3:10</td>
<td>7th Period (40 min)</td>
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<tr>
<td>3:10 - 3:45</td>
<td>Teacher Planning</td>
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PART 1 SCHOOL PROCEDURES

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

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

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

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

Personal illness, family illness, death of a close relative, or other absences approved by the principal are considered excused absences. After being absent, a student must turn in a note and get an excuse from the student admission area in the main hall before 8:15. The student will sign upon receiving the excuse from the administration.

ANNOUNCEMENTS

Announcements are given twice each day. Students are expected to be in their classrooms at 8:10 A.M. and 3:10 P.M., prepared to listen to the morning and afternoon announcements. It is the student’s responsibility to listen to the announcements and to respond as needed.

AP CLASS

Advanced Placement Classes are offered at ELHS. Please check with your guidance counselor for more information. You also may want to go on-line @ http://apcentral.com for more information.

ASPEN PARENT PORTAL PROGRAM

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

ASSEMBLIES

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

ATHLETIC EVENTS

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

ATHLETIC ELIGIBILITY

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

**ATTENDANCE AND GRADUATION**

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

Students must also follow all academic requirements. Please speak with the ELHS counselor about your specific graduation requirements.

Attendance will be taken each day in each class. Students must attend (40) minutes of all classes in order to be considered present. Students will not be penalized for meeting with the counselor, school social workers, or other persons, if the meeting is deemed necessary by the school administration. School sponsored activities do not count against student’s attendance, but students must complete make-up work assigned by the teacher.

After one or more days absent, students are required to bring a note signed by the parent/guardian or a doctor’s statement explaining the reason for the absence. Excuses should be presented on the first day a student returns to school BEFORE 8:15. Excuses will not be accepted after the third day following an absence. If no legal excuse has been brought by the third day, the absence will be considered unexcused.

After being absent, a student must turn in his/her note and get an excuse from the student admission area outside the cafeteria. The student will sign upon receiving the excuse from the administration. Students will be given an admittance permit stating the reason for the absence and whether the absence is excused or unexcused. This permit is to be presented to all subject teachers for their signatures. It is the student’s responsibility to see that an appropriate documentation of each absence is delivered to each teacher. The student’s fourth period teacher will collect the permit and turn it in to the principal’s office. If CBE students leave campus before the end of the day, their classroom teacher will collect the permit.

Absences accumulated prior to enrolling at East Laurens High School by transferring students will count toward the maximum absences allowed. Students who encounter long-term illnesses may be eligible for the Hospital/Homebound Program and should make application for this program when they anticipate being absent six (6) or more days due to personal illness.

**BACCALAUREATE SERVICE**

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

**BATHROOMS**

Please help keep your bathrooms clean. We have installed stall doors in all our bathrooms for your privacy. Try to help keep our bathrooms clean. Please help by flushing after every use and reporting any act of vandalism you may witness. Remember, it’s your tax money that pays for school repairs!

**BREAK**

Break is from 9:50-10:00 each day except for club days. Due to the large number of students in our building, it is imperative that students not stand in the middle of the hall and block traffic flow. Please go outside or stand against the walls in the halls. Do not leave book bags or any other personal items in the halls. Break is a privilege and it can be taken away!
BUS NOTES
If a student needs to ride another bus home from school, the student must bring a signed note from home. The note must have a phone number where parent can be reached. The note must be turned in to the office first thing in the morning and a Laurens County Bus Form will be issued for that day. Students PLEASE do not wait until time to board the bus to get a bus form!!

CAR RIDERS
See also VEHICLE PARKING APPLICATION
Students may park their vehicles on school property only in areas designated for student parking. Students must apply to the assistant principal for permission to park a vehicle in the student parking area. The application form is included on page 47. Parking permits will cost $15.00. Vehicles in the parking area without a parking permit are subject to be towed at the owner’s expense.

The standard rules of proper use of an automobile will apply at all times. Students who endanger others by improper use of their vehicles will be denied parking privileges. Students must follow all State and Local driving laws. Students should not use the areas set aside for faculty or visitor parking. Students may drive only highway- approved vehicles on campus (no lawn mowers, 4 wheelers, dirt bikes, etc.).

Students are not allowed to enter the parking lot during the regular school day unless given permission by the principal, assistant principal, or school resource officer. Permits must be displayed at all times to park on campus. Violation of this policy will result in disciplinary action.

Students have 5 minutes to enter and exit the parking lot in the mornings. Students should be out of the parking lot by 3:40 p.m. in the afternoons. All school, county, and state driving laws must be followed at all times. Students should follow the parking lot lanes and should not cut through the parking lot. Drivers should not cut across the parking lot, make U-turns, weave in and out of lanes, or in any other way endanger students or other drivers. PLEASE FOLLOW THE SIGNS!!!

* Note: Students will need an attendance verification form from the office before a driver’s license test will be administered at the State Patrol Office.

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

CLUBS & ORGANIZATIONS (School Sponsored)
School sponsored clubs and organizations (excluding competitive interscholastic activities or events) are those under the sponsorship, direction and control of the school that organize and meet for common goals, objectives, and purposes. State law requires that parents have the right to withhold permission for their students to participate in any school sponsored club or organization designated by them. The following school sponsored clubs and organizations will be in operation during this school year, for which information is provided regarding the name of each club or organization, its purpose, faculty sponsor and a description of past or planned activities. You, as the parent/guardian, have the right to withhold in writing your permission for your student’s participation in any club or organization. For your convenience, a form is included in this handbook if you do not wish for your student to participate in the club or organization you have designated on the form. If a club or organization is added during the school year, you will be provided information on the club or organization and your written permission will be required prior to your student’s participation.
**Club & Organization Offerings**

**Ambassadors**
The ELHS Ambassadors is a group of students chosen by the faculty of East Laurens High School to represent the school in the community. Being chosen is both an honor and a responsibility. Requirements for being chosen as an ambassador are having at least a 3.0 GPA; following the school's attendance policy; and not having any discipline referrals during the high school years. Ambassadors function as the ‘face of East Laurens’ and as such, fulfill a variety of roles. Some of their activities have included assisting at Parent Nights; serving as mentors to other students; volunteering at events within the community such as the Moving Vietnam Memorial Wall and the opening of the Carnegie Library/Art Museum; and being interviewed on TV-35 about school events.Ambassadors are expected to lead other students by example so they are given several opportunities to develop their leadership skills during their high school years.

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

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

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

Students who are eligible for ELHS Beta Club must have a 90 or better overall average. Beta Club Induction is held during National Beta Club Week each March. Students must be inducted before they are active members. Beta is a service organization which sponsors two major projects each year: a bake sale to benefit ESP, Inc. (an organization for people with special needs); and a collection drive of can tabs and toiletry items to benefit the Ronald McDonald House in Macon, Ga. Other activities allow students to accumulate service points during the year. Once inducted, students will remain in Beta all through high school unless their average drops below a 90 for two semesters OR they are put on probation twice. Certain offenses may result in immediate dismissal at the discretion of the advisors.

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

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

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

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

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

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

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

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

East Laurens High School Club and Organization Schedule
Students who participate in club or organization activities, competitions, or field trips must be passing three of their courses at the time of the activity, competition, or field trip (see FIELD TRIPS). If a special 5th Tuesday club or organization meeting is needed, the sponsor must let Dr. Hall know before 4th Tuesday meeting. Clubs or organizations should meet only on the assigned dates. If a special meeting is called, a student should not miss a regularly scheduled club meeting to attend a called meeting. Only students who are not in a scheduled club or organization meeting may attend special called meetings.

<table>
<thead>
<tr>
<th>2nd Tuesday</th>
<th>Sponsor(s)</th>
<th>Meeting Place</th>
</tr>
</thead>
<tbody>
<tr>
<td>TSA</td>
<td>Mr. Carman</td>
<td>307</td>
</tr>
<tr>
<td>FFA</td>
<td>Mr. Harris</td>
<td>Ag Shop/Classroom</td>
</tr>
<tr>
<td>BETA</td>
<td>Mrs. Kerr / Mr. Knight</td>
<td>Media Center</td>
</tr>
<tr>
<td>Anchor</td>
<td>Mrs. Bryan / Mrs. Pope</td>
<td>120</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3rd Tuesday</th>
<th>Sponsor(s)</th>
<th>Meeting Place</th>
</tr>
</thead>
<tbody>
<tr>
<td>SkillsUSA</td>
<td>Mr. Cutler / Mrs. Bell</td>
<td>603</td>
</tr>
<tr>
<td>FCCLA</td>
<td>Ms. Brazeal</td>
<td>Cafeteria</td>
</tr>
<tr>
<td>Interact</td>
<td>Mrs. Clardy</td>
<td>202</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4th Tuesday</th>
<th>Sponsor(s)</th>
<th>Meeting Place</th>
</tr>
</thead>
<tbody>
<tr>
<td>FBLA</td>
<td>Dr. Morris</td>
<td>304</td>
</tr>
<tr>
<td>Ambassadors</td>
<td>Mrs. Kerr</td>
<td>113</td>
</tr>
<tr>
<td>FCA</td>
<td>Coach Robinson</td>
<td>Gym</td>
</tr>
</tbody>
</table>
COLLEGE DAY ABSENCES (Seniors Only)
Students must bring documentation from the college and obtain an excuse reading “College Day” for teachers to sign so that work may be made up. The absence will be excused when the documentation is furnished. Students may take a College Day absence only if the following criteria exist: Students have no more than 8 absences per year (or 4 per semester); Students in the College Prep curriculum and have taken the SAT; Students have written permission from the school administration; Students have written parental/guardian permission; Students shall take no more than two (2) college days. If all the above criteria are met and proper documentation is brought back from the college, the college day will not count as an absence for the purpose of exemption.

EARLY DISMISSALS
Early dismissals must be written in the student admission area or the office area in the morning (7:40-8:10) by the school official on duty. Students must sign to receive their early dismissal form. Early dismissal forms should be returned to the office before signing out. If more than 20 minutes of the class period is missed, the student will be considered absent for that class.

Students must sign out when they check out. If leaving for a medical appointment, the student should present documentation from the physician upon returning.

If a student has a job and needs to leave early, he/she must enroll in C.B.E. or Youth Apprenticeship. If not in C.B.E. or Youth Apprenticeship, students must wait until car riders are dismissed.

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.

EXTRA CURRICULAR ACTIVITIES (See also FIELD TRIPS)
Extra-curricular activities are a privilege and can be taken away.

FIELD TRIPS (including club trips)
Students must be in good standings with the office before they can attend any field trips. If a student has missed 5 or more days, approval must be granted by the school administration. No student may attend any extracurricular activities if he/she is suspended or in I.S.S. If a field trip takes half a day or less, students must be present two or more class blocks to attend a school-sponsored field trip that day.

FINAL EXAMS (CRITERIA FOR EXEMPTION)
The following criteria are to be used to exempt students from final exams:
   1. A student must have a 90 or above average in the subject he/she is seeking to exempt. No exceptions will be granted.
   2. A student must have no more than eight (8) for their class. No exceptions will be granted.
   3. A student must not have been suspended (O.S.S.) during current year.
   4. If a student has any outstanding obligations, that student cannot exempt.
   5. Absences that are a result of school functions or activities will not count against the student.
   6. A student must not have exceeded a total of 12 tardies for the year.

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

No food or drinks in the classrooms. Students may eat and drink in the hallways and/or outside at break. Students may eat in the lunchroom during lunch, but may not take food or drinks out of the lunchroom during lunch. Teachers may confiscate food or drinks brought into the classroom and are not obligated to return it!

GRADUATION EXERCISES

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

The following is information that is needed for your graduation day:

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

GRADUATION REQUIREMENTS

<table>
<thead>
<tr>
<th>Subject</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>4</td>
</tr>
<tr>
<td>Mathematics</td>
<td>4</td>
</tr>
<tr>
<td>Science</td>
<td>4</td>
</tr>
<tr>
<td>Social Studies</td>
<td>4</td>
</tr>
<tr>
<td>Health &amp; PE</td>
<td>1</td>
</tr>
<tr>
<td>Other Electives</td>
<td>5</td>
</tr>
<tr>
<td>CTAE/Foreign Language/Arts</td>
<td>3</td>
</tr>
</tbody>
</table>

HALL PASSES

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

HALLS

WALK on the RIGHT SIDE of the hall. Running is not acceptable in the building at any time. Gentlemanly and ladylike behavior is expected in the halls with noise held to a minimum. Loitering in the halls between classes is not allowed. Students are to go directly to their lockers and classrooms. Please, DO NOT STAND IN THE MIDDLE OF THE HALL, IN DOORWAYS, or leave book bags in the halls!

HOMECOMING COURT PROCESS

Part 1: Homecoming

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

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

Part 2: Selection Process

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

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

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

**HOSPITAL HOMEBOUND SERVICES**
For the Laurens County Board of Education policy on Hospital Homebound Services, please visit the LCBOE website at [http://www.lcboe.net/Content2/6](http://www.lcboe.net/Content2/6).

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

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

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

**MAKE-UP WORK**
Students may make up work missed due to any absence or school activity. It is the responsibility of the student to make arrangements with the teacher to get the missed assignments. Students have three (3) days for the 1st day missed, and 1 day for each day thereafter. For example, if a student misses 4 days in a row, the student would have a total of 6 days to make up the work. After the given number of days has expired, the student will receive a zero for any work that has not been turned in. It is the student’s responsibility to arrange to make up missed work with the teacher. Teachers are not required to permit make up work during regular class time, because this will cause the student to miss even more class time. Upon returning after an absence, a student must make arrangements to make up any missed work with the teacher. The teacher will then set a time for the work to be made up. If the work is not made up, the student will receive a zero on the work.
MEDIA CENTER
The media center is open from 8:00 a.m. until 3:30 p.m. each school day. Students wishing to use the media center during class time or lunch must have a pass from a teacher. Students may borrow materials for two (2) weeks. Materials may be renewed if another person has not reserved them. If needed materials are checked out, they may be reserved for future use. A student must have a student number to check out materials. Students will be issued overdue notices if materials are not returned when due. Overdue fines will be imposed. Any lost or damaged materials must be replaced at the expense of the borrower.

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

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

MONEY AND VALUABLES
Large sums of money or valuables should not be brought to school. NEVER LEAVE VALUABLE POSSESSIONS UNATTENDED. The school will not be responsible for lost or stolen valuables. Any item that causes an interruption, is against school or state law, or is considered inappropriate for school will be taken from the student and the necessary disciplinary actions will follow. The item may or may not be returned, based on the circumstances involved.

NEWS MEDIA RELEASE
Your student may be photographed, videotaped, or interviewed by the news media at school or some school activity or event. As a parent/guardian, if you do not want your child videotaped, photographed, or any of your child’s creations, such as writing, artwork, or multimedia to be used or publicly published with limited identifying information for any of the outlined purposes above, whether by the Laurens County School System or by the news media, you may object in writing. If you exercise the right, objections should be sent to the principal of the school where your student is enrolled in writing within 10 days from the date of enrollment.

PARENT’S RIGHT TO KNOW / TEACHER QUALIFICATIONS
In compliance with the requirements federal law, all schools inform parents of their right to request information about the professional qualifications of their child’s teacher(s) and paraprofessional(s). The following information may be requested:
(1) whether the teacher has met state certification requirements for the grade level and subject areas he or she is teaching; (2) whether the teacher is teaching under an emergency or other provisional status through which state qualifications or certification criteria have been waived; (3) whether the teacher is teaching in his or her field of certification; and/or (4) whether the student is provided services by paraprofessionals, and if so, their qualifications. If a parent wishes to request information concerning their child’s teacher(s) and/or the paraprofessional(s) that provide educational services, the parent must provide a written request to the school principal.
OUTSTANDING OBLIGATIONS
All monies owed by students must be paid. Outstanding obligations of seniors must be paid before graduation day if the student is to participate in the graduation ceremonies. Students who owe outstanding obligations may not exempt their exams.

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

PARENT PICK-UPS
Laurens County Schools provide free public transportation for county students. The buses arrive at ELHS around 7:45 in the morning and leave around 3:15 in the afternoon. If you choose for your child not to ride the bus, please be advised that you must follow all safety rules when you drive on campus. Parents should pick up their children after buses have loaded and left the campus. Parents may not wait on the bus ramp or drive on the bus ramp until buses have left. Car riders will be dismissed after the buses have left, around 3:20. Parents should follow all safety signs. Drivers should not cut across the parking lot, make U-turns, or in any other way endanger students. PLEASE FOLLOW THE SIGNS!!

PARTICIPATION IN P.E.
If a student is to be excused from P.E., he/she must have a written note from home or from a physician, or in some cases from the principal’s office. Notes from home are honored for (3) days only. If a problem will cause a student to miss more than 3 days of P.E., the student should bring a note from a physician.

For the sake of good health and comfort, students must dress out for physical education. The physical education faculty determines the appropriate attire for physical education.

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

PROGRESS REPORTS
Students will receive progress reports after the first nine weeks of each semester, following midterm exams. These will be given out at school.

PROM
The junior-senior prom is held each year at East Laurens High School. Juniors and seniors must submit a prom guest’s name to the prom committee for approval one month before the scheduled prom date. Students should complete the prom guest form. The guest must be at least in the 9th grade and not have any significant behavior problems or criminal record. No students from any alternative school may attend the East Laurens High School Prom. No person who has been expelled from any school may attend the prom. Any guest over 21 years old must come in and be approved by the administration on a case-by-case appeal. The cost of the prom will be set each year by the prom committee. Students should dress in accordance with the ELHS Dress Code and ELHS Prom Dress Codes. No intoxicating compounds of any kind are allowed at the prom. Juniors or Seniors that did not attend as Juniors must purchase a prom ticket in their name in order to attend the prom. School administration has the right to refuse entry to any individual whose outfit does not adhere to the ELHS Dress Code. Picture ID is required for all students at the door. Any student on the outstanding obligation list must clear all debts prior to purchasing a ticket to the prom. Seniors who purchased tickets as Juniors in their name will receive one free ticket.
**PROM COURT**
All representatives must have a cumulative grade point average of 80. A student serving as Homecoming Queen cannot be nominated. A student repeating a grade cannot be nominated. A student cannot be nominated to served on the prom court is he/she has been involved in a fight at school, had a referral for drugs, or been referred to the office for any serious incident throughout the current school year. A student cannot be nominated to the prom court is that student has been suspended in the last calendar school year. A student cannot be nominated to served on the prom court is he/she has been involved in a fight at school, had a referral for drugs, or been referred to the office for any serious incident throughout the current school year. A student cannot be nominated to the prom court if that student was not enrolled at ELHS in the previous calendar year. Prom court representatives must be present for practice.

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

**REPORT CARDS**
The homeroom teachers will issue report cards for first semester to students at the beginning of second semester. Second semester report cards will be mailed at the end of the school year. It is therefore vital that the school have the student’s current address.

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

**SCHOLARSHIPS (CRITERIA FOR BREAKING TIES)**
If scholarship or financial grants are to be awarded based on class ranking, Valedictorian and/or Salutatorian, and the scholarships or grants cannot be shared among the students tied for those honors, the following criteria will be used in turn to break the ties in class rankings. (See our web page...)

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

**SIGNING OUT (leaving campus early)**
Students should not leave the school campus at any time during the school day except in case of an emergency. Students **MUST receive permission from the office** and **must sign out**. When students return, they must **sign in**. If a student is sick, that student should tell a teacher or administrator before leaving campus. The student should sign out if at all possible, even if 18 years of age or older. If an emergency does occur, the student should call as soon as possible to let school authorities know what has happened. If a student comes in at any time after 8:30, he or she must sign in. Failure to follow sign-out/sign-in procedure will be considered the same as skipping and will be punished as the same.

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

**TARDY NOTES**
When arriving tardy, students must report to the admission area or the office area to receive a tardy note before being admitted to class. Students must sign when receiving a tardy note. After 20 minutes, the student is considered absent for that class. (See discipline section for punishment.)
TELEPHONE USE
Students are not allowed to use the telephone any time during the day unless an emergency arises. All office telephones are reserved for school business. Students will not be called from class to the telephone unless an emergency occurs. Job-related phone calls are not considered emergencies. Parents may call and leave messages with the school secretary. If a student needs to use the telephone for an emergency call, the student must have a note from his/her teacher that period stating the nature of the emergency. The secretary will make the phone call.

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

VALEDICTORIAN/ SALUTATORIAN
The student with the highest class ranking as determined by the highest-grade point average shall be recognized as Valedictorian. The student with the second highest class ranking as determined by the grade point average shall be recognized as Salutatorian.

(CRITERIA FOR BREAKING TIES)
1. Numerical average to the 4th decimal place. If tie still exists, then:
2. Number of college preparatory classes taken. If tie still exists, then:
3. Scholastic Assessment Test (SAT) scores.

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

The Valedictorian and Salutatorian shall be publicly recognized as determined by the high school. In the event of a tie in class ranking for Valedictorian, each will be publicly acknowledged. A Salutatorian will also be publicly recognized in the event of a tie for Valedictorian. After determining there is no tie in class ranking for Valedictorian, if a tie in class ranking exists, each student will be publicly acknowledged.

VALENTINE’S DAY
Valentine’s Day is a personal day of private feelings of affection. The day is not a legal holiday and is not recognized by the school as a “free” day. 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. ELHS does not accept any responsibility for lost or damaged gifts. Glass and balloons cannot be taken on the bus.

VISITORS
The Laurens County Board of Education requires all visitors to report to the main office before visiting classrooms, school personnel, or students. Visitors must obtain a ELHS visitor’s pass from the office and wear it so that it is easily viewed. Upon terminating visitation, the pass must be returned to the office. A visitor is anyone who is not employed by the Laurens County Board of Education or currently enrolled student of East Laurens High School.

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

OTHER
Due to the vast number of state, local and school policies, it is impossible to cover all possible concerns. If you have a question, please feel free to call or come by the school. The school web site is an excellent source of information.
PART II  East Laurens High School Code of Conduct

It is the purpose of the Laurens County School District to operate each school in a manner that will provide an orderly process of 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 requiring students to conduct themselves in a manner, which facilitates a learning environment for themselves and other students. These standards for behavior require students to respect each other and school district employees, to obey student behavior policies adopted by the Board and to obey student behavior rules established at each school within the district.

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

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

- At school or on school property at any time
- 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

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

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

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

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

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

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

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

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

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

**Authority of the Principal**

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

**Teacher Authority**

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

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

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

**Progressive Discipline Procedures**

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

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

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

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

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

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

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

**Searches**

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

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

**Definition of Terms**

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

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

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

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

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

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

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

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

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

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

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

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

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

**Gang Related Activity:** Any act or exhibition, individual or collective, which (1) communicates gang allegiance or affiliation; and/or (2) would be a criminal act in the adult world and (3) is deemed gang related by the principal. Gang related activity includes, but is not limited to: hand sign flashing, wearing of clothing articles in a certain way or color scheme, jewelry, tattoos, graffiti on personal items; vandalism of public or private property; and acts of intimidation, threat, fighting and other forms of violence.
**In-School Suspension**: Removal of a student from class or regular school program and assignment of that student to an alternative room isolated from his/her peers.

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

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

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

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

**Weapon**: The term weapon is defined as any object that is or may be used to inflict bodily injury or to place another in fear for personal safety or well-being. The following weapons are prohibited: (1) Guns, rifles, shotguns, firearms, explosive devices and similar weapons; (2) Any hazardous object, including but not limited to any dirk, any bat, club, or other bludgeon-type weapon; any stun gun or Taser; bowie knife, switchblade knife, ballistic knife, any other knife having a blade of two or more inches, straight-edge razor or razor blade; spring stick, metal knucks, chains, blackjack, or any flailing instrument consisting of two or more rigid parts connected in such a way as to allow them to swing freely, which may be known as a nunchaku, or fighting chain, throwing star or oriental dart, or any weapon of like kind.

**DEFINITIONS OF DISCIPLINARY ACTIONS ALTERNATIVE PLACEMENTS:**

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

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

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

3. Students must bring pencils, paper, books and other materials with which to do school work. NO MATERIALS = NO DETENTION TIME
4. To change detention date requires administrative approval.
5. A student who is disruptive in detention will be asked to leave the area. Detention will convert to ISS or OSS at administrator’s discretion.
6. Detention will take precedence over any after school activity, including sports and jobs.
7. Should the number of assigned detentions exceed the number of days remaining in the grading period; the detention will be converted to ISS assignment.
LONG-TERM SUSPENSION & EXPULSION: For the purpose of conducting certain student discipline hearings, as defined below, rendering a decision and imposing punishment, the LCBOE has adopted Policy JCEB, which is available on the district’s website.

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

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

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

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

- **Battery**: Including sexual battery of other students, or persons attending school-related functions: Possible referral to a disciplinary tribunal and to law enforcement if a student is alleged to have committed battery upon another student or a person attending a school-related function. Student may receive 10 days out of school (OSS) and juvenile complaint may be filed.

- **Bullying**: Georgia law mandates that upon a finding by a disciplinary tribunal or hearing officer that a student in grades 6-12 has committed the offense of bullying for the third time in a school year, the student shall be assigned to an alternative school. (OCGA 20-2-751.4)

- **Cafeteria Etiquette**: Students are expected to observe appropriate table manners while eating, including clearing their place at the table and surrounding area when finished. Students may not leave the table until given permission to do so by the cafeteria monitor. All students at a table are responsible for the condition of the table and surrounding floor. Consequences may include: clean up, assigned lunch seat, and ISS/OSS.

- **Cheating**: Plagiarism, cheating, or copying from another student either on paper or computer, on tests, classroom work, homework or exams will not be tolerated. No cell phones, mp3 players, or electronic recording devices will be allowed during class exams. Consequences may include a grade of 0, parent contact and ISS/OSS. Any student accused of an act of plagiarism may appeal to the administration. Administration reserves the right to offer the student an alternate assignment.
• **Criminal law violations:** A student who has committed a violation of the criminal laws and whose presence on the school campus may endanger the safety of other students or cause substantial disruption to the school operation may be subject to disciplinary action, including in-school suspension, short term suspension and referral to a disciplinary tribunal.

• **Computer Hacking:** defined as intentionally accessing a computer, network, or peripheral device without authorization or which exceeds authorized access. This includes, but is not limited to, visiting inappropriate websites. Violations which compromise any level of security for individual user accounts or any school networks will result in 5-10 days of OSS, possible disciplinary tribunal, and could result in criminal prosecution.

• **Computer Vandalism:** defined as altering in any way the physical components of any computer system or network which belongs to Laurens County Schools. Depending on the severity of the offense, the consequences can range from ISS/OSS to criminal damage of property charges. Full restitution must be made for equipment that is irreparably damaged.

• **Deconstruction of Property or Vandalism:** The consequences for destruction of property, theft or vandalism will be at the discretion of the administration and may include ISS or OSS. Full restitution is expected.

• **Dishonesty / Forgery:** Forging a note to check out or as an excuse for absences and giving other false information to school employees may result in parent contact, ISS or other suspension deemed by the administration. Falsifying, misrepresenting, omitting, or erroneously reporting information regarding instances of alleged inappropriate behavior by a teacher, administrator, or other school employee toward any student is a punishable offense. Any student (or parent or friend of a student) who believes a student has been the victim of an act of sexual abuse or sexual misconduct by a teacher, administrator or other school system employee is urged to make an oral report of the act to any teacher, counselor or administrator at his/her school.

• **Disrespectful Behavior/Insubordination:** Any student who is discourteous, insubordinate, ill-mannered or fails to identify himself/herself correctly when asked by a teacher, administrator, substitute teacher, or staff member during the school day or at a school event will receive disciplinary action.
  - **First Offense:** One day of ISS
  - **Second Offense:** Two days of ISS
  - **Third Offense:** Three days of ISS

• **Disruptive Behavior:** Any behavior that disrupts the educational process will be considered disruptive.
  - **First Offense:** Warning
  - **Second Offense:** Two days of ISS
  - **Third Offense:** Three days of ISS

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

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

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

Any student whose dress is in question should be referred to an administrator for a decision. Students will be allowed to call a parent for a change of clothes on the first offense only. For every subsequent offense, the student will be placed in ISS for the remainder of the school day. If required, the administration may ask a student to turn a shirt/blouse inside-out if the garment contains writing or an image that is inappropriate for school.

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

- **Electronic Devices:** Cell phones and other electronic devices are permitted on campus; although, the use of cell phones during class time is prohibited. Understanding the role that cellular phones have come to play in everyday life, possession by a student on a school campus is acceptable; however, the following policy guidelines are provided in order to mitigate the disruptive factor that cellular phones can be to the school setting:
a. Electronic devices may be in the possession of a student at any time, but may not be in use (which includes power on) from 8:10 am until 3:15 pm. Limited use during lunch may be authorized at the discretion of the administration.

b. Cell phones and other electronic devices may be additionally used for educational purposes when approved by the administration. If cellular phone use is permitted by the administration, phones may only be used for educational purposes only while under the direct supervision of a teacher.

Failure to comply with the aforementioned policy could result in the following consequences: (a) First offense: Cell phone or electronic device will be confiscated and surrendered to a parent/guardian before 7:45 am or after 3:15 pm with a student, parent, and administrator endorsement of the electronic devices agreement.; (b) Second offense: Cell phone will be confiscated and returned to the student after three school days.; (c) Cell phone will be confiscated and returned to the student after one calendar week.

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

• **Falsifying information:** Falsifying, misrepresenting, omitting, or erroneously reporting information regarding instances of alleged inappropriate behavior by a teacher, administrator, or other school employee toward a student. Consequences will be determined based on severity of the offense.

• **Fighting:** Fighting at school or at school activities is a serious offense and will not be tolerated by LCBOE. Fighting will result in an automatic 3 days out of school (OSS) for all parties involved in the fight on the 1st offense and possible juvenile complaint being filed. The 2nd offense of fighting will result in an automatic 5 days out of school (OSS) and a juvenile complaint may be filed with proper authorities and a request for a tribunal for alternative school placement, long term suspension or expulsion

• **Gambling or possession of gambling devices**
  - **First Offense:** 2 days ISS
  - **Second Offense:** 3 days ISS
  - **Third Offense:** 2 days OSS

• **Harassment:** It is the policy of the Laurens County School District that racial, sexual, physical, verbal, or other forms of harassment or discrimination are strictly forbidden. Any student or employee who believes he or she has been subjected to harassment or discrimination by other students or employees of the school district based upon his or her race, color, religion, national origin, age, disability or sex should promptly report the same to the principal of their school. The principal will implement the board’s discriminatory complaints or harassment procedures. Students are encouraged to report harassment or discrimination to their school counselor or to a teacher or a school administrator. Students
and employees shall not be subjected to retaliation for reporting such harassment or discrimination. All allegations of harassment shall be fully investigated and immediate and appropriate corrective disciplinary action shall be initiated. A substantiated charge against a student shall subject that student to disciplinary action including suspension, expulsion, and/or recommendation for applying to Alternative School.

- Any behavior based on a student’s race, national origin, sex, or disability that is unwelcome, unwanted, and/or uninvited by the recipient is prohibited, including verbal or non-verbal taunting, physical contact, unwelcome sexual advances, request for sexual favors and other verbal or physical contact of a sexual nature.
  - **Minor Offense** – (as determined by ELHS Administration) will result in parental contact, documentation of the case and other disciplinary actions as needed. Legal charges may be made. If offense occurs again, the student will be suspended for three days.
  - **Major Offense** – (as determined by ELHS administration) will result in suspension until tribunal hearing can be held. The parents of the harassed student and/or school administration may make legal charges.

- **Illegal Substances**: Use of illegal drugs or improper use of any other substances, including alcohol, are not allowed on campus.
  (A) In order to provide a safe, healthful learning environment for the students of the Laurens County School System and recognizing that the use of drugs and the unlawful possession and use of alcohol is wrong and harmful, a student shall not: possess, attempt to possess, sell, use in any amount, distribute or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturates, marijuana, drug paraphernalia or alcoholic beverage or other intoxicant; possess, distribute, attempt to sell or sell substances represented as drugs or alcohol; sell, attempt to sell, distribute or abuse the lawful use of a prescription medicine or over-the-counter drug.
  (B) Prescription medicine, inhalers and over-the-counter medicines used for illness must be kept in their original containers and registered with the nurse until consumed. It is a violation of Georgia’s Controlled Substance Act for them to be removed from their original containers. Each school shall include in its student handbook procedures for maintaining and dispensing medications at school for those students who must take the medication during the school day.
  (C) Look-alike drugs will be treated in the same manner as illegal substances.
  (D) All suspected cases of violation of these rules shall be reported by school staff members to the school principal and/or his/her designee.
  (E) Any student accused of violation of these rules shall be afforded due process procedural rights and upon determination of guilt will be subject to disciplinary sanctions, up to and including expulsion. Notification of parents or guardians and referral to the appropriate law enforcement agency for prosecution is mandatory by law.
  (F) Students whose property or person has been determined by sheriff’s department personnel to have concealed an illegal substance will be punished. Students distributing drugs will be automatically suspended, recommended for a tribunal hearing and referred to the sheriff’s department.
    - **First Offense**: 10 days of OSS or Referral to Tribunal Hearing
    - **Second Offense**: Suspension until Tribunal Hearing
• **Lack of Cooperation**: Any student that fails to comply with direction from an ELHS staff member will be deemed uncooperative.
  - First Offense: Warning
  - Second Offense: 2 days of ISS
  - Third Offense: 3 days of ISS

• **Leaving campus without permission**: A student who leaves school without following the proper checkout procedures will be considered to be skipping school. If a student comes on campus for any reason during the day and leaves campus without proper approval, he/she will also be considered to be skipping school. A student who is absent from school without his/her parents’ or guardians’ knowledge and permission will also be considered to be skipping school.
  - First Offense: 3 days ISS/Loss of driving privileges
  - Second Offense: 5 days ISS/Loss of driving privileges
  - Third Offense: 3 days OSS/Loss of driving privileges/Behavior Contract
  - Fourth Offense: 5 days OSS/Loss of driving privileges

• **Off Limits**: The parking lots at ELHS are off limits during the school day. If a student needs to be in the parking lot after arriving at school for ANY REASON, a note or pass must be obtained from an administrator. As soon as students arrive at school, they should secure their vehicles and leave the parking lot area. Students are to report to the commons area or the gym upon arrival and remain until first bell. During the school day, students are not to be in any area of the campus unless they are with a member of the faculty or staff. All students are to exit the premises by or before 4:00 p.m. each school day. Any student on campus after school must be under the direct supervision of a member of the faculty or staff.
  - First Offense: Warning
  - Second Offense: 2 days of ISS
  - Third Offense: 3 days of ISS

• **P.E. Dressing and Participation** – Students will be expected to dress at East Laurens High School in appropriate physical education clothing each day that abides by the school dress code. This includes the correct shirt, shorts, and proper athletic shoes. Students with absences will be allowed to make up their work. Students should see their instructor as to what is required to make up their work.

• **Physical violence against a teacher, school bus driver, or other school personnel:**
  - (1) Immediate suspension and automatic referral to the disciplinary tribunal if a student is expulsion for the remainder of the student’s eligibility to attend public schools for acts of physical violence found by a tribunal to have intentionally made physical contact which causes physical harm to another unless such physical contact or physical harm was in defense of himself or herself, as provided in Code Section 16-3-21; or, the Board may authorize the student to attend alternative school for the period of expulsion.
  - (2) Possible punishments may include expulsion, long-term suspension, or short-term suspension for students found by a tribunal to have intentionally made physical contact of an insulting or provoking nature with the person of another.
• **Profanity:** Profanity, offensive or inappropriate language should not be used at school, in class, on school grounds, or at school activities. The use of profanity or vulgar gestures toward a staff member will not be tolerated and will be treated severely at the discretion of the administration and will result in:
  o **First Offense:** 1 day ISS
  o **Second Offense:** 2 days ISS
  o **Third Offense:** 3 days ISS/Behavior Contract

• **Public Display of Affection:** Both male and female students at school or school-sponsored events should conduct themselves in a mature and responsible manner. Students shall have no physical contact with others (except for holding hands) that would be considered inappropriate or sexually suggestive.
  o **First Offense:** Warning
  o **Second Offense:** 1 day ISS
  o **Third Offense:** 2 days ISS
  o **Fourth Offense:** 3 days ISS

• **Science Labs:** Science teachers will list specific procedures to follow in order to ensure safety in the labs. Failure to follow safe laboratory procedures during science class according to teacher’s directions will result in suspension.

• **Selling of items:** other than those approved by the Laurens County Board of Education and East Laurens High School is prohibited on campus.

• **Skipping Class/Homeroom/Assembly:** A student who skips a class during the school day will receive a “0” for that day in the subject missed. A student who is doing work for another teacher or is in another area other than his designated classroom (such as the restroom) without permission from his teacher or an administrator will be considered skipping. Students who leave their classroom during class time for any reason will make up the time missed in class at their teacher’s discretion at break, before or after school, or during lunch break. Any student out of class FOR ANY REASON during the school day must have permission from a teacher entered on the sign out page of his/her agenda book. Sick in the restroom without notification is skipping class. Being more than 5 minutes late to class is skipping class.
  o **First Offense:** 1 day ISS
  o **Second Offense:** 3 days ISS
  o **Third Offense:** 5 days ISS/Behavior Contract
  o **Fourth Offense:** 3 days OSS/Tribunal

• **Tardies:** A student is expected to be punctual to school and to classes. Being on time demonstrates a sense of personal responsibility as well as a respect for the educational process.
  o 4th – 5th: Lunch Detention
  o 6th – 9th: 1 day ISS
  o 10th – 11th: 2 days ISS
  o 12th tardy: Suspended until a parent conference
• **Terroristic threats or acts:** activating a fire alarm under false pretenses, making a bomb threat, or prank 911 calls will result in out of school suspension, disciplinary tribunal, and criminal charges.

• **Textbooks and Other Instructional Resources:** Students are responsible for the care and protection of textbooks, library books, and other instructional resources, including electronic devices, issued by the district. Failure or refusal to pay for a lost or damaged textbook, library book, or other instructional resources at the replacement cost may result in:

  1. Refusal to issue any additional textbooks, library books, or instructional materials until restitution is made; or
  2. Withholding of all report cards, certificates of progress, or the privilege of participating in the graduation ceremony until restitution is made.

• **Theft:** consequences may include suspension, disciplinary tribunal, and criminal charges

• **Threats or threatening gestures:** verbal or written, toward any member of the student body or school personnel will be treated severely at the discretion of the administration.
  
  o **Minor Offense:** (as determined by ELHS Administration) will result in parental contact and/or corporal punishment or ISS.
  
  o **Major Offense:** (as determined by ELHS Administration) will result in parental contact and long term ISS, suspension, or tribunal hearing.

• **Tobacco:** East Laurens High School is a tobacco-free campus. Tobacco is illegal for a minor to buy. Possession or use of tobacco products or smoking paraphernalia, including lighters, cigarettes, pipe tobacco, snuff, rolling paper, pipes, and chewing tobacco will not be tolerated. Any student in possession of any tobacco products will be sent home as outlined below, will be subject to daily searches, and may be required to report on tobacco-related illnesses.
  
  o **First Offense:** 1 day OSS
  
  o **Second Offense:** 3 days OSS

• **Vulgar Material:** The use of vulgar materials or possession of vulgar materials will not be tolerated. This could include sayings or writings on clothes. Consequences are at the discretion of the administration.

• **Weapons:**
  
  o Students found with a firearm, explosive device, or similar weapon, as described in paragraph 1 of the weapons definition of this handbook, in their possession will be subject to expulsion from school, referral to law enforcement. Students who possess such weapons on campus will be subject to a minimum of a one calendar year suspension and will be referred to law enforcement officials. (OCGA 20-2-751.1)

    ▪ **All offenses:** 10 days OSS/Tribunal/Juvenile Charges
  
  o Students who possess hazardous objects as described in paragraph 2 of the weapons definition of this handbook, will be subject to discipline determined by the principal to be appropriate, based on the seriousness of the offense, the age of the
student and other relevant factors. Such punishment could include in school or out-of-school suspension or referral to a tribunal.

**Behavior Not Covered Above:**
The school reserves the right to punish behavior which is not deemed appropriate by the administration, even though such behavior is not specified in the preceding written rules. Punishment of such behavior will be at the discretion of the administrative staff. Any action that interferes with learning will not be allowed. GA Code 20-2-1181 states that it is unlawful for any person to disrupt or interfere with the operation of any public school. This includes but is not limited to, continued classroom disruptions by a student. Any student who continually or severely disrupts a classroom and teaching time will not only be suspended from school, but may also face criminal prosecution under this law.
Laurens County Schools Bus Discipline Codes
The behavior of students while riding Laurens County School Buses is one of the most important factors concerning transportation safety. A school bus driver’s attention should always be on the conditions of the road. Students too often distract the drivers, sometimes to the point that drivers must focus all their attention on discipline problems instead of driving. Students can follow a few rules to make riding buses safe and enjoyable. Violation of these rules may subject the offender to disciplinary action—for example, revocation of riding privileges for a period of time.

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

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

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

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

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

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

Possession of any weapon or objects used as a weapon, other than a firearm, will result in suspension from the bus until a parent conference or tribunal hearing is held, along with appropriate criminal charges being filed.

Possession of any firearm, drugs, or alcohol will result in suspension from all buses and school, until a tribunal hearing is held. Such cases may be turned over to law enforcement officials.

When a student is suspended from riding the bus, written and/or verbal contact must be made with the parent. When a student is suspended from the bus, he is suspended from all Laurens County buses! If a student is caught riding any bus while suspended that student will receive 5 additional days suspension from bus privileges.
### PBIS Mission:
The mission of the East Laurens High School PBIS team is to create and maintain an effective learning environment by establishing behavioral supports and the social culture needed for all students in our school to achieve social, emotional, and academic success.

### PBIS Goals:
1. 85% of students will attend 175 or more school days within the 2017-2018 school year.
2. Instructional days missed due to ISS/OSS will be less than 250 days in the 2017-2018 school year.
3. Disciplinary incidents will decrease 25% in the 2017-2018 school year.

### PBIS Matrix:

<table>
<thead>
<tr>
<th>Setting</th>
<th>Classroom</th>
<th>Hallways</th>
<th>Cafeteria</th>
<th>Always</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>P</strong> Prepared</td>
<td>Have materials ready, Be on time, Attend school regularly</td>
<td>Have prompt arrival to class, Have hall pass, Collect all appropriate items for class effectively from locker visits</td>
<td>Have number memorized, Know food choices, Have money ready at snack line</td>
<td>Demonstrate sportsmanship and school spirit, Be on time; leave on time, Follow dress code</td>
</tr>
<tr>
<td><strong>R</strong> Responsible</td>
<td>Complete work, Follow classroom directives, Help resolve conflicts</td>
<td>Use appropriate language, voices, and volume, Honor other students’ learning, Clean up after yourself in the hallways</td>
<td>Throw trash away, Make healthy choices, Wait patiently in line</td>
<td>Follow staff directives, Be supportive of peers; celebrate other’s success, Keep environment clean, Act in uniform</td>
</tr>
<tr>
<td><strong>I</strong> Integrity</td>
<td>Be honest at all times, Do your own work; hold others to the same standard, Meet objectives and deadlines</td>
<td>Report any bullying, Treat others with respect, Report directly to your destination in a timely manner</td>
<td>Clean up after yourself in the cafeteria, Resolve conflict appropriately and respectfully</td>
<td>Treat others with respect, Learn to listen, Be an example</td>
</tr>
<tr>
<td><strong>D</strong> Discipline</td>
<td>Do your own work, Display perseverance, Remain on task and/or focused on learning</td>
<td>Use manners (Excuse me), Acknowledge staff and visitors appropriately, Walk on the right side of the hallway</td>
<td>Keep food and drink in the cafeteria, Clean your eating area, Remain seated during breakfast and lunch</td>
<td>Remain seated, Monitor time appropriately, Use appropriate language, volume, and tone</td>
</tr>
<tr>
<td><strong>E</strong> Excellence</td>
<td>Prepare to learn, Ask questions and participate, Meet or exceed academic and behavioral expectations</td>
<td>Display and maintain appropriate behavior, Reflect a positive demeanor, Be your best Falcon self</td>
<td>Always place all trays and trash in the designated areas, Completely clean up after yourself, Keep volume level low</td>
<td>Listen to learn, Be positive role models for those around you</td>
</tr>
</tbody>
</table>
### PBIS Bus Matrix:

Updated April 11, 2017

<table>
<thead>
<tr>
<th>B. U. S.</th>
<th><strong>Be Responsible</strong></th>
<th><strong>Use Respect</strong></th>
<th><strong>Stay Safe</strong></th>
</tr>
</thead>
</table>
| **Waiting for the Bus** | • Arrive five minutes before scheduled stop time  
• Have personal items organized | • Respect each other  
• Use proper language  
• Respect others’ property | • Line up 12 feet away from bus  
• Only approach bus once it is completely stopped |
| **Entering the Bus** | • Move directly to assigned seat | • Greet driver  
• Be courteous  
• Use proper language  
• Keep hands, feet, and objects to yourself | • Use hand rail  
• Board single file  
• Remove earphone/earbuds |
| **Riding the Bus** | • Keep all items in your backpack, including candy and snacks  
• Follow directions  
• Drinks must be in a closable container (ex. thermos, bottle) | • Keep hands, feet, and objects to yourself and out of the aisles  
• Use appropriate language  
• Use inside voice | • Keep aisles clear  
• Remain silent at railroad crossing  
• Stay seated while bus is in motion  
• Bottom to bottom, back to back, face to front |
| **Exiting the Bus** | • Follow driver directions  
• Take belongings  
• Wake up buddy  
• Use trash can if needed | • Keep hands, feet, and objects to yourself  
• Appreciate and respect others | • Exit in orderly fashion while taking turns  
• Use hand rail  
• Immediately move 12 feet away from bus upon exiting  
• Remove earphones/earbuds |
2017-2018
Student Handbook/Public Notification
Requirements for School Nutrition Program

For the following schools:
Northwest Laurens Elementary
Southwest Laurens Elementary
East Laurens Primary
East Laurens Elementary
East Laurens Middle
East Laurens High

Enrolled students are eligible to receive a healthy breakfast and lunch each day at no charge for the 2017-2018 school year.

Laurens County School Nutrition Charge Procedure
Students in Laurens County Schools will be allowed to charge their meals. Students and their parents are held accountable for money owed to the Laurens County School Nutrition Program. Meal charges cannot exceed $10.00 for any student. An Alternate Meal will be served once this threshold is reached. An Alternative Meal consists of a sandwich and a carton of milk.

Parents can review all account activity at myschoolbucks.com or by contacting the School Nutrition Cashier at the school.

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
Family Educational Rights and Privacy Act: Parent Notice

Under the Family Educational Rights and Privacy Act (FERPA) [20 U.S.C. § 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 who 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.

2. Request the amendment of 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 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.

The Laurens County School system has designated 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 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**

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/](http://public.doe.k12.ga.us/).

**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 condition that interferes with development and/or learning
- If a child appears to have social or emotional difficulties that interfere with his/her ability to learn
- If a child appears to learn more slowly than children his/her own age
- If a child has speech that cannot be understood by others
- If a child has difficulty seeing or hearing
Who may refer children?
- Parents/legal guardians
- Other family members
- School personnel
- Physicians
- Child care providers
- Community agencies
- Infants & Toddlers Program

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

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 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 a 504 plan, please contact Stacey Sanders, Special Education Director, at 478-272-4767.
Dublin City and Laurens County Schools

Attendance Protocol

As mandated by OCGA 20-2-690.2, a county-wide Attendance Protocol Committee is established and charged with ensuring the coordination and cooperation among officials, agencies, and programs involved in compulsory education issues, to reduce the number of unexcused absences from school, and to increase the percentage of students present to take tests that are required to be administered under the laws of the state.

The protocol developed shall apply to the Dublin City and Laurens County School Systems. Private school organizations shall make their intentions known to the Superior Court Judge of whether to participate in the protocol or submit a separate protocol that meets the requirements of the State of Georgia. It is important for credibility within the community that all local schools operate under the same, consistent student attendance expectations and protocols. All mandated reporters shall assure that students suspected of being truant are reported to designated school officials, law enforcement, or DFACS. With these expectations, the following protocol is adopted.

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 (6th) and sixteenth (16th) birthdays shall enroll and send such child or children to a public school, a private school, or a home study program (OCGA 20-2-690.10). 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 (ages 6 through 16, and 5 year olds who have attended twenty (20) days in school) 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 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**

As mandated by OCGA 20-2-690.2, the Attendance Protocol Committee must recommend policies regarding tardies and early dismissals. In order to promote continuity between the school systems, the following policy is recommended:
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. The school will monitor information concerning students, who meet these thresholds.

D. **Student Withdrawals**

1. 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).

2. 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 and 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 (OCLA 20-2-690.1). 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 (OCLA 20-2-690.1).
Title I Information

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

Parent Involvement Plan
East Laurens High School believes that parent involvement means the participation of parents in regular two-way, and meaningful communication involving student academic learning and other school activities, including ensuring-
- That parents play an integral role in assisting their child’s learning;
- That parents are encouraged to be actively involved in their child’s education at school;
- That parents are full partners in their child’s education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;
- The carrying out of other activities as described in the plan.

Parent Involvement Program and Activities
East Laurens High School will host the following events to build the capacity for strong parental involvement to support a partnership among the school, parents, and the community to improve student academic achievement.
- Title I Parent Night: ELHS hosts a fall parent night during the first month of school in order to explain what the designation means for our students and community. It is generally a brief presentation followed by an opportunity for our parents to meet the ELHS staff.
- Lunch & Learn: In September and April of ever school year, ELHS provides parents with the opportunity to eat lunch with their children. Following lunch, the administration hosts a brief informational session.
- Curriculum Days: In November, ELHS hosts Curriculum Days in order to provide parents with the opportunity to see what is going on in their child’s classroom.

School Measures to Provide Required Assistance
East Laurens High School will take the following measures to promote and support parents as an important foundation of the school in order to strengthen the school and reach our school goals. We will-
- Ensure that all information related to school and parent programs, meetings, and other activities is posted on the school website and included in the school newsletter for all parents.
- Conduct staff development each quarter on parent involvement practices and effective strategies for staff to communicate and build partnerships with parents.
- Share information on the school website and newsletter for parents to understand the school’s academic standards and assessments as well as the ways parents can monitor their child’s progress and work with educators.
- Communicate with all families and the community on a regular basis regarding schoolwide events and activities, such as phone messages, social media and flyers.
• Work with our parents to develop relevant trainings and helpful presentations to educate our staff on the importance of parent involvement.
• Provide necessary materials for parents at conferences, meetings, and activities to help parents work with their child to improve their child’s achievement.
• Collaborate with community leaders and business groups to increase participation and awareness of the school parental involvement plan and activities.
• Offer parent classes to help further enhance their various educational backgrounds.
• Listen and respond to parents’ requests for additional support for parental involvement. Activities.

**Parental Right to Know**

In compliance with the requirements of federal law, 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 paraprofessional(s). The following information may be requested: (1) whether the teacher has met state certification requirements for the grade level and subject areas he or she is teaching; (2) whether the teacher is teaching under an emergency or other provisional status through which state qualifications or certification criteria have been waived; (3) whether the teacher is teaching in his or her field of certification; and (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.
Acceptable Use Procedure
Internet Acceptable Use

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 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 will 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 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.

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.

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.

**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.

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**Laurens County School System**

**Acceptable Use Procedure (AUP) Agreement Form**

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.

**USER NAME (please print) ____________________________________________**

**USER SIGNATURE __________________________ DATE __________________**

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

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

**PARENT/GUARDIAN (please print): __________________________________________**

**PARENT/GUARDIAN SIGNATURE: __________________________ DATE ______________**
The ELHS Student Handbook/Agenda includes some very important information about the upcoming school year. Please take time to read this information now and refer to it frequently. If you have questions, contact the school office at 272-3144. We will be happy to talk with you.

Each school is required to document that every parent and student has been given a copy of the Student Code of Conduct along with other required information, including notification of possible consequences and penalties for truancy, and has been given a chance to ask questions about anything he or she doesn’t understand.

**A completed and signed form must be on file for all students.** Parents/Guardians and students age ten years or older by September 1st are required to sign this acknowledgement form in the space below. Please return the form to your child’s teacher as soon as possible.

Students who are unable to read or fully understand this information are not required to initial or sign this document. However, parents are expected to explain the information to their children in terms that they can understand. Failure to sign and return this form will not excuse a student from the requirements of the policies. To complete this form, students and parents should each initial each item that you have read and understand and then sign the form in the space provided.

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1. Student Code of Conduct
2. School Attendance and Georgia’s Compulsory Education Law
3. School Bus Discipline Policy
4. Parent’s Right to Know Teacher’s Training and Credentials
5. Laurens County School System Internet Safety, Acceptable Use Policy, and Technology Responsibility
I have read and understand the 2017-2018 ELHS Student Handbook/Agenda. **I understand that I am responsible for following the guidelines set forth in this document.**

Student Signature: ________________________________ Date: ________________

I have reviewed the student handbook with my child:

Parent Signature: ________________________________ Date: ________________

Parents, please tell us how to get in touch with you!

Name __________________________________________________________________________

Home Address ____________________________________________________________________

Phone # ____________________________ Work # ____________________________

Cell-phone # ____________________________ Beeper # ____________________________

Voice mail ______________________________________________________________________

E-mail __________________________________________________________________________

**Club or Organization Refusal to Participate Form**

**Parent/Guardian Refusal of Participation Form**

As parent or guardian of ____________________________________ enrolled at ________________________

(student) (school)

__________________________, I decline to give my permission for my child to participate in the following club(s) and or organization(s).

________________________________________________________________________

Parent/Guardian ____________________________ Date __________________________

Note: Failure to sign/return this page does not exempt any student from the rules and guidelines of this handbook; it only limits our ability to work together with parents.