



LITHIA SPRINGS HIGH SCHOOL

2017-2018 STUDENT/PARENT HANDBOOK

2520 East County Line Road, Lithia Springs, GA 30122

Phone: 770-651-6700

Fax: 770-732-2644

Website: <http://lithiasprings.dch.schoolinsites.com>

Mission

The mission of the Douglas County School System and Lithia Springs High School is to provide a quality education for all students in a safe, supportive environment.

Vision

Our vision is to build a community of lifelong learners that become responsible individuals, independent thinkers, and productive citizens. Lithia Springs High School's vision also includes creating and maintaining a culture of caring, collaboration, and communication where student engagement and learning occur every day in every classroom.

House Rules:

- Always be on time and prepared to learn.
- Passes will not be issued during last 10 minutes of class.
- Hats, and hoods are not to be worn in the school building.
- Electronic devices, including phones, iPods, ear buds, etc., are not permitted during the school day. All electronic devices must remain turned off and out of sight, or they may be confiscated. Confiscated items will only be returned to legal parent/guardian.
- Please stay in your class and in your seat until the bell rings.
- Thank you for assisting in keeping our high school clean by picking up around your area and throwing your trash away. This is particularly vital in the cafeteria area.

An Open Invitation to Parents & Families

The faculty and administration of Lithia Springs High School welcomes and encourages parents and families to be involved in and engaged with their student's academics and activities at school. Please feel free to contact us any time you have a question, or you would like to learn more about LSHS. Your continued involvement and support of your child will create the very best conditions for his or her continued success.

Policies and Procedures

Please see the Douglas County Board of Education website under policies – section J.

<http://web.douglas.k12.ga.us/adobe/policy.pdf>

Contact Information

Lithia Springs High School

- 2520 East County Line Road,
Lithia Springs, GA 30122
- Main Office 770-651-6700
- Main Office Fax 770-732-2644
- Attendance Office 770-651-6821
- Records 770-651-6800
- Records Fax 770-732-2623
- Social Worker 770-651-6776
- Report Card Information 770-651-6711
- Career Center 770-651-6780
- Transportation 770-651-2400
- School Website
<http://lithiasprings.dch.schoolinsites.com/>
- Teacher/Staff Email – General
Firstname.lastname@douglas.k12.ga.us

Master Schedule

Please see the school website for an up to date version of the master schedule.

Master Calendar

Please see the school website for an up to date version of the master calendar.

Alma Mater

Pride in Country,
Pride in State,
Proud to learn to emulate
Lives of service, bodies strong;
This our pledge, our anthem song;
To live, to be
Just the best that we can be.

Trust us with the world at hand;
With faith and skill we'll lead our land.
Wherever this world we shall roam,
Lithia shall stay our home.
Lithia Springs Alma Mater home.

H. Daniel DeFoor

Student Attendance

*The school day begins at 8:05 and ends at 3:45. All students on campus after 8:05 must report directly to their advisement/homeroom. All students on campus after 4:00 must be under the supervision of a teacher or coach.

*All absences will be considered unexcused unless a note is provided by the student. Parents may write a note to excuse their child's absence up to 10 times over the course of the school year. For each absence beyond 10, students must have an excuse from a doctor, dentist, health center, judicial court, etc.

*Consequences are numerous when a student misses school. Truancy may result in legal action against the student or parent. Unexcused absences may result in losing a driver's license or being withdrawn from school. Absences must be excused to entitle a student any make-up work.

*Refer to DCSS calendar for scheduled half days for the 2016-2017 school year.

***Academic success is directly impacted by attendance.**

Arrival to School

All students arriving at school prior to 8:05 will report to the cafeteria. All students are expected to report to advisement/homeroom class beginning at 8:05 a.m. for roll call and attendance purposes. Students purchasing a breakfast that arrive at school after 8:05 a.m. will buy breakfast and report to their advisement/homeroom to eat. No breakfast will be served after 8:15, unless the student has an authorized pass.

Students who drive must leave the student parking lot for the cafeteria immediately upon arrival. Once in the cafeteria, students may not leave for the student parking lot without administration approval.

Students arriving to school on the bus must report directly to the cafeteria. Students may not leave the cafeteria for any reason until the cafeteria is released at 8:05 a.m. unless the student has a pass from a teacher.

Tardies to School

All students are expected to be in school and in advisement/homeroom for attendance before 8:27. Any

student tardy to school after 8:27 should report to the tardy table/attendance office where the tardy will be documented as excused or unexcused according to Board Policy. Students arriving after 8:27 that do not properly sign in will receive discipline from administration.

Tardiness to school is cumulative per semester. Students accumulating 4 or more unexcused tardies to school in a semester will be assigned a disciplinary action assigned by an administrator according to Board Policy. These disciplinary actions will include detentions, in school suspension (ISS), loss of parking privileges, loss of extra-curricular activities, and/or out of school suspension (OSS). Students will have 3 days to bring in a proper excuse for any unexcused tardy. Additionally, students who are present at school and tardy to advisement will be assigned disciplinary consequences for each tardy incident.

Check In / Check Out

*A student who arrives after 8:27 and is on school property, in the building, or in the parking lot must sign in with the tardy table or at the attendance office once the tardy table closes. Failure to sign in properly can result in disciplinary action.

*Any student leaving campus during the school hours must properly check out with the attendance office prior to leaving campus. All students that check out must have a check out slip to leave campus. Failure to sign out properly can result in disciplinary action.

*No phone check outs are allowed unless approved by administration or someone designated that authority by an administrator.

*No student will be allowed to check out after 3:00 unless approved by administration.

Excused/Unexcused Checkouts

Students who need to check out of school prior to dismissal must present their reason to the Attendance Office, in writing, before the beginning of school. Examples of excused checkouts are: (1) Doctor/Dentist appointments with a note (2) Illness verified by parent through the attendance clerk (3) Court appearance with subpoena or written documentation from the court (4) Death in the immediate family.

Examples of unexcused checkouts are: Personal checkouts or any checkout without a note

There will be times when we may vary our checkout policy. The following days are examples: Pep rally days, day before prom, enrichment days, and day(s) before a holiday. This policy will be in effect any time that we feel there will be excessive checkouts. You will be notified in advance by announcement on the intercom and by bulletin prior to any day that requires special check out procedures. You will be required to present a note signed by your parent to the Attendance Office at a specified time. If you neglect to bring a note, your parent will be required to sign you out in the office.

Departure from School After Completing Classes

All students who are not involved in supervised activities or athletics must leave campus when school is out. All students on campus for extracurricular activities must be accompanied by their sponsor at all times. Car riders must arrange their transportation in a timely manner so that all unsupervised students have vacated the premises by 4:00.

If a student does not ride the bus or is not involved in a school activity, they must wait on the sidewalk by the cafeteria entrance in the front of the school for their transportation.

*Students with early release must leave campus immediately at the end of their regularly scheduled classes. If the student returns to campus to pick up other students at the end of the regularly scheduled school day, all car rider policies must be followed. If a work based learning student is involved in extracurricular activities, the student must report directly to the sponsor upon arriving back on campus. The student must also not report back to campus any earlier than 30 minutes prior to the end of the school day unless otherwise directed by the sponsor.

Walking around the campus will be considered being in an Unauthorized Area and may result in disciplinary action.

Leaving Campus after Extracurricular Events

All students must be off campus no later than 30 minutes after completion of any extracurricular event. Loitering on campus will not be allowed for any reason. Disciplinary action may result if a student is not off campus in a timely manner.

Discipline Procedures, Notifications, and Explanations

Any student receiving a discipline referral from school staff and bus drivers will meet with an administrator for a conference to discuss the referral. All infractions will be investigated by the administrator. The administrator will then decide on any consequences for the student. Consequences are at the discretion of the administrator and will range from bus suspension (for bus referrals), conference with student, conference with parent, detention, Saturday detention, loss of parking privileges, loss of extracurricular activities, in school suspension (ISS), and out of school suspension (OSS).

Disciplinary action is determined by a rubric. Each infraction is documented as a level I, II, or III offense. Level I offenses are minor offenses that will result in discipline action ranging from conferences, detentions, or ISS. Level II offenses are more serious and will result in detentions, ISS, or OSS. Level III offenses are the most serious offenses that will result in OSS or Alternative School. Repeated Level I or Level II offenses can reach a higher level.

Any student receiving ISS more than 10 total days will receive OSS for subsequent offenses as allowed by each individual student's designated educational placement, documented by the DCSS.

Students are responsible for notifying parents or guardians of any detention referrals and discipline referrals. The student is also responsible for notifying the parent or guardian of the consequence of the referral. Students will be sent home with a copy of the referral with the infraction and discipline consequence for the parent to review. LSHS is only responsible for attempting to contact a parent for OSS consequences.

All consequences are at the discretion of LSHS administration and may be changed accordingly.

Teacher Detention

Teachers may assign students detentions for minor offenses. The student is responsible for notifying the parent or guardian of the detention. The student will be required to attend the detention within one week (seven calendar days) from the date stated on the referral/notice. Failure to serve detention will

result in additional discipline measures by the administration. Detentions will be held every week Monday thru Thursday from 3:55-4:55. All detentions will be held in room A209. The student will be responsible for making arrangements for a ride to serve this detention. Failure to serve the detention within the given time frame will result in further disciplinary action by the administration. Further disciplinary action will range from Saturday Work Detail, ISS, or OSS. The student will also be given a detention reassignment.

Administrative Detentions

Any student receiving detention by an administrator will be given a date, time, and place to serve the detention. Detentions will be scheduled after school Monday - Thursday from 3:55 to 4:55 in room A209. The student will be responsible for making arrangements for a ride to serve this detention. Failure to serve the detention within the given time frame will result in further disciplinary action by the administration. Further disciplinary action may include Saturday Work Detail, ISS, or OSS. The student will also be given a detention reassignment.

Not Following Rules in Detention

Failure to follow the rules during detention will result in the student being asked to leave detention. If a student is asked to leave detention, no credit will be applied for serving the detention. Rules are as follows: no talking, no sleeping or placing head on desk, no electronic devices, no distracting other students, any other rules set forth by teacher facilitating detentions.

Failure to Serve Detentions

All detentions must be served within seven (7) calendar days from the posted date on the detention referral. If the student does not serve the detention, the student will receive ISS or OSS depending on the number of detention no shows. The policy is as follows:

- 1 detention no show = 1 Saturday Work Detail* or 1 Day ISS and detention re-assignment
*(failure to attend Saturday Work Detail will result in a two (2) day Out of School Suspension)
- 2 detention no shows = 2 days of ISS and detention re-assignment
- 3 detention no shows = 3 days of ISS and detention re-assignment
- 4 detention no shows = 1 day of OSS and detention re-assignment
- 5 or more detention no shows = 2 days of OSS and detention re-assignment

Detention Re-Assignment

Detention re-assignments will be issued for all students who skip detention in addition to ISS or OSS as listed in "Failure to Serve Detentions."

Dress Code

Lithia Springs High School will follow the Douglas County School System Dress Code Policy. Please refer to the dress code section of the district handbook.

Dress Code Points of emphasis:

- All shirts must have sleeves (defined as a hem plus extra material)
- All pants must be worn at the waist
- All shorts/skirts must be of the appropriate length
- No tights, spandex, or form-fitting pants
- No "slides" footwear

- No visible electronic devices or earphones/ear-buds
- **All dress code violations will result in a detention, a phone call home by the student, and placement in ISS until the violation is corrected. If violation is immediately corrected, the student will only receive detention.**

Saturday Programs

Saturday Work Detail (SWD): Any student receiving SWD will be given a time, date, and place to meet to serve this detention. If the student shows up late for any reason, including meeting at an incorrect location on campus will not be allowed to serve. Saturday detentions are scheduled from 10 am to 1 pm, and students must meet at the flagpole entrance to the building. Failure to serve will result in 2 days of OSS unless an alternative consequence is assigned by administration.

*Students attending SWD must be off campus no later than 30 minutes after the indicated ending time. Failure to properly leave campus in a timely manner will result in further disciplinary action.

Saturday School: Saturday School will be assigned to any student suspended for more than one school day. Students must attend Saturday School from 10 am to 1 pm in order to make up any work missed during the OSS dates. If a student fails to attend Saturday School, then that student will receive zeros on all assignments missed. Teachers have the discretion to give work to be completed outside of Saturday School.

Parents, guardians, or teachers may request admission to Saturday School in order to make up work. Reasons may include but are not limited to extended absences, large amount of make-up work, etc.

Tardies to Class

*Tardies only pertain to the first 5 minutes of class. Arrival to class after 5 minutes constitutes skipping and/or unauthorized area unless of course he/she is just arriving to school. In this case the student will have an excuse/pass from the attendance office.

The faculty of LSHS values the instructional time of each and every student. Therefore, every tardy will be documented and detention will be assigned. This detention is to be served within 7 calendar days of the tardy. Please remember that detentions can only be served Monday through Thursday. Failure to serve any detentions will result in further disciplinary action. Multiple missed detentions may result in increased disciplinary action.

Students are responsible for telling parents/guardians about tardies. If a teacher sees a consistent pattern of tardiness to his or her class, contact will be attempted but will not change any disciplinary action unless otherwise approved by LSHS administration.

Make-up Work Policy

Make-up work must be completed in accordance to school policy. To make up work, an excused absence must be presented. A written excuse must be turned in to the attendance office within 3 days after return to school for the absence. The student should make arrangements with each teacher to make up the work missed upon return to school. THIS IS THE STUDENT'S RESPONSIBILITY.

Emergency Contact Forms & Parental Notification

In order to provide prompt notification to parents and guardians about school related concerns, parents and guardians are required to complete an Emergency Contact Form. This form will be sent home with the handbook and must be completed and returned to the school. This information is critical in case of a school emergency, and it must be updated should contact persons or numbers change. Updates must be sent as written communication to the registration office. Your cooperation in this matter is vital. **If there is no emergency medical form on file for your child and a serious accident/injury occurs, your child may be transported to the nearest medical facility at the expense of the parent/guardian.**

Lost and Found Articles

Lost and found articles should be reported/taken to the Attendance Office. If an article is presumed stolen, an administrator should be notified. **The school cannot assume responsibility for any personal loss or loss of items considered not appropriate for school, including cell phones, I-Pods, etc. The school is not responsible for the security of confiscated items.**

Nuisance Items and Cell Phones

Any electronic device visible in class is subject to a discipline referral. Consequences will result in detention, ISS, and OSS depending on the number of infractions.

The use of cell phones, unless directed to do so by the teacher for instructional purposes (BYOT), is prohibited. Cell phones are not allowed to be used for any reason during the school day. If a cell phone is visible, LSHS reserves the right to confiscate it. All confiscated cell phones will be turned into the office before the end of the school day. Classes will not be interrupted in order to retrieve a cell phone. A parent/guardian must come to the school before 4:00 in order to retrieve any confiscated cell phones.

Other nuisance items such as iPods, head phones, etc. do not serve an instructional purpose. Possession of these items during school hours is inappropriate and should not be in the learning environment. These items will be confiscated and held until a parent/guardian retrieves them.

***LSHS ASSUMES NO RESPONSIBILITY FOR ANY AND ALL CONFISCATED ITEMS.**

Telephones

If and when an emergency occurs, telephone assistance in the Attendance Office will be made available. No personal telephone messages will be delivered to students except in emergency cases. Although we will attempt to deliver all emergency messages, those messages received after 2:45 p.m. may not be delivered. **Students are not allowed to make or receive calls for any reason unless approved by school staff. This includes calls to and from parents.** All students will have access to a school phone in the office for these situations.

Teachers' Workroom

Students are not allowed in the teachers' workrooms. Students are not allowed to use the copiers, drink machines, or snack machines in the teachers' workroom.

Media Center

All students are encouraged to use the Media Center. The

primary function of the Media Center is to serve as a reference area for study and research. The media center also manages the circulation of all technology in the school. The Media Center will be open for use to students and faculty each school day from 7:45 a.m. to 4:00 p.m. Students, please adhere to the following:

PASSES – All students must have the LSHS hall pass from the classroom teacher.

BEHAVIOR – Students are expected to use the media center for a place of quiet reading and research. Any disturbance (loud talking, unnecessary noise, inappropriate language, etc.) will result in the student(s) involved being dismissed from the Media Center and/or receiving disciplinary action. Students will respect the rights of others at all times.

BOOK CHECKOUTS – Books may be checked out for two weeks and renewed one time.

LOST OR DAMAGED BOOKS - If a book is lost or damaged, a replacement fee will be charged. The fee varies with the type of book.

OVERDUE BOOKS—Overdue notices are sent to students through homeroom teacher. The overdue fines are charged at .10 cents per day.

FINES AND OTHER CHARGES

Overdue Book Fines - \$.10 per day

Computer Printouts - \$.10 per page.

The size and amount of ink used to print color copies varies beginning at \$.25 and up to \$1.00.

INTERNET – All students who use the Internet must have the signed parent Internet form from student handbook on file in the office.

SECURITY SYSTEM – If the security system alarm should sound as you pass through it, please stop.

No gum, food, or drinks are allowed in the Media Center.

Guidance & Counseling

The Guidance Office is open to students between 8:00 a.m. and 3:50 p.m. The counselors can provide assistance in a number of areas such as course selection, graduation requirements, career guidance, and personal problems. Unless there is an immediate emergency, students should always get a pass from a teacher to go to the Guidance Office.

Our students are divided among four counselors. Counselors are assigned by grade and the first initial of the student's last name.

11 th , 12 th , A-Mc; STEM	Genobia Babalola	770-651-6748
10 th Grade	Meitra Perry	770-651-6807
9 th Grade	April Richmond	770-651-6744
11 th , 12 th , Md-Z	Jolli Weaver	770-651-6774

Please Contact Mrs. Weaver at 770-651-6774 regarding the following programs:

- **Performance Learning Center**
- **Ombudsman**
- **Alternative School**
- **Night School**
- **Project Graduation**
- **Summer Diploma Program**
- **E2020 Credit Recovery**
- **Afterschool Programs**

College and Career Center

The College and Career Center is overseen by the counseling staff. A career specialist is employed in the College and Career Center to assist students in exploring careers, career

interests, scholarships, and other activities related to college and career choice.

Appointments may be scheduled with the career specialist by teachers, students, parents, or others to use the College and Career Center. All students in this area will be expected to have a pass or previously scheduled appointment and to have a career-related purpose for their visit.

No other students will be allowed in the College and Career Center when a pre-scheduled class or group is working. A sign will be posted on the door during scheduled appointments.

Academic Information

Students and parents can get information about curriculum, instruction, advisement, or scheduling by contacting the principal, the assistant principal for instruction, the counselors, or the classroom teacher. Graduation requirements are very exact, so never hesitate to ask if you have questions. Refer to the course offering book/school website for information about specific classes. If you need additional information, contact the appropriate subject area department chair.

Peer Mediation Program

A Peer Mediation Program is available to all students. The purpose of this program is to allow students the opportunity to resolve minor conflicts with other students in a positive, responsible manner with the help of specially trained student mediators. Students are strongly encouraged to use this program to try to resolve their disputes with others. This program is under the supervision of adult advisors but the solutions reached are the product of the disputing students and the mediators. As with any written agreement, violations of the agreed upon solutions may be grounds for some type of disciplinary action.

*Students may obtain a request for mediation from the counselors' area or from any teacher. The mediation session will usually be held within 24 hours of receiving the request.

Clubs and Organizations

The following clubs are available for students. If you have any questions, please call (770) 651-6700 for details.

- 21st Century After School Program
- Art Club
- BETA Club
- Chautauqua (Yearbook)
- Dance Team
- DECA – Distributed Education Clubs of Americas
- FBLA – Future Business Leaders of America
- FCA – Fellowship of Christian Athletes
- FCCLA – Family, Career and Community Leaders of America
- FEA – Future Educators of America
- French Honor Society
- Gamma Gamma Sigma
- HOSA/Sports Medicine
- Key Club
- Lions Reading Club
- Literary Competition
- MJROTC - Marines
- Mu Alpha Theta (Math Honor Society)
- National Art Honor Society
- National Honor Society
- Poetry Club
- PTSA – Parents, Teachers, and Students Association
- SKILLS USA
- Step Team

- Spanish Honor Society
- Student Government Association
- Theatre Company
- Thespian Troupe 2922
- "The Mane Thing" Lion's Pride Club

Parent Portal

Parents may monitor their student's grades and attendance by using their personal computer from home. To sign up for Parent Portal, contact the front office at (770) 651-6700.

Solicitation and Advertising

No items will be sold by organizations or by individuals unless approved by the administration. The administration cannot permit the sale of items by non-school organizations.

No form of advertising can be displayed on campus that has not been approved by the administration. The administration will not approve advertising by profit-making organizations, except those having contracts with the school (class rings, school pictures, etc.) With administration approval, advertising for recognized community service groups will be permissible.

Deliveries

No outside deliveries will be allowed for any reason. LSHS recognizes the importance of special events and holidays, but deliveries affect instructional time in the classroom. Therefore, no deliveries will be given to students from outside sources.

Food Deliveries

No outside food will be allowed. Every student has the option of purchasing school lunch or breakfast. Students are allowed to bring lunches of their choice, but are not excused to check out to go to lunch and are also not allowed to have someone bring them a lunch from an outside source for any reason.

Parking Rules and Regulations

Fees: All student parking passes are \$50. This fee covers student parking for the entire school year. The \$50 charge is consistent throughout the entire year and will NOT be prorated.

Regulations:

- *All students must park in the designated student parking area.
- *All students must park in the specific spot assigned to them.
- *All vehicles must have the parking pass/sticker assigned to it visible at all times.
- *Students who choose to drive to school must register the car and abide by the parking regulations.
- *Students must vacate the automobile as soon as they arrive on campus.
- *Driving to school and parking on campus are special privileges.
- *Spaces may be reassigned by administration as needed.
- *All vehicles of students, registered or unregistered, are subject to search for just cause by the school administration.**

Penalties:

- *Administrative disciplinary action
- *Loss of parking privileges
- *Impounding of vehicle at owner's expense
- *Reports of serious or repeated violations to the Douglas County Sheriff's Office

Student Lockers

*Students are encouraged to rent lockers at LSHS. The student renting the locker will be held responsible for the locker and its contents. When students renting the locker withdraw

and at the end of the year, the locker must be cleaned out. School personnel will throw away anything left in the locker.

*Lockers may be rented for the school year at the cost of \$10.

*Administration reserves the right to check and/or search lockers at any time throughout the year.

Bookbags, Athletic Bags, Purses, etc.

Students will not be allowed to carry around bags of any type during the school day. Students must either carry around all supplies, including gym/workout clothes, or are encouraged to rent and utilize a school locker to hold their bags.

Purses may not exceed 9 inches by 12 inches.

Students needing to carry a bag for health reasons will be allowed to carry a bag with notification on file from their doctor.

Money/Payments

Checks will be taken for lunch and should be paid to the lunchroom. Checks will also be taken for other underclassmen activities and should be paid to the sponsor or the bookkeeper. There will be a \$30 service charge for all returned checks and no checks will be accepted for the remainder of the year from the student. Any items paid in cash should be the correct change. The bookkeeper or sponsor is not responsible for change. All senior activities should be paid by money order or cash.

Textbooks and Other School Property

Textbooks and other materials, including extracurricular materials, are supplied by the county school system and are paid for by tax dollars and school monies. These materials and books that are issued to students are done so as borrowed property; consequently, students will be held responsible for damage and/or loss of books issued to them. During the year, loss or damage is accounted for by the teacher or sponsor. At the end of the year, a hold is placed on the student. All holds may be handled by the teacher, sponsor, or book keeper.

Student Holds for School Property or Extracurricular Dues

Students with a hold for school property or monetary dues will not be allowed to participate in any extracurricular sport for the 2016-2017 year without the hold being resolved and the subsequent receipt of clearance by the school administration.

Honors Programs

LSHS will recognize students who meet the criteria set forth by the DCSS. Such honors are Board Scholar (3.5 grade point average, 2 credits of same foreign language, maximum credits with no "F's", and 1 extra core class) and Superintendent Scholar (3.5 grade point average with no grade lower than a "B", current 9th grade student in the DCSS completing at least one full semester, and must show appropriate conduct to teachers and administrators). LSHS will also recognize students receiving individual subject area awards and scholarships at an annual honors program. Students must inform their counselor of any scholarship awarded by spring break.

Lithia Springs Academic Honorees:

LSHS prides itself on honoring individual students in a different way than other schools. Students who meet the criteria of Superintendent Scholars as a freshman will then be re-evaluated as a sophomore, junior, and senior. Students must meet the requirements every year in order to continue to be

recognized. The requirements of the program are

1. Student must be actively enrolled at LSHS
2. Must have been a Superintendent Scholar
3. Students must have demonstrated appropriate school conduct to teacher, staff, and administration.
4. 2nd/3rd Year Honorees must have a 3.5 GPA at the end of each course and cannot have any F's.
5. 4th Year Honorees must have met all criteria for 3rd Year Honoree and must have a 3.5 GPA when assessed in the following manner:
 - i.) Transcribed Grades
 - ii.) P3 Grades

Students receiving Superintendent Scholar's, 2nd Year, and 3rd Year Honoree will be honored in a ceremony in the fall. Students' receiving 2nd Year Honoree will receive an academic letter. Students' receiving 3rd Year Honoree will receive a pin for their letter.

Students' receiving 4th Year Honoree will choose a teacher currently at LSHS to speak on his or her behalf at a banquet prior to graduation. The student will also be provided with a senior plaque recognizing this accomplishment.

Junior/Senior Prom

*The prom is sponsored by the Junior Class to honor the upper-classmen at LSHS. It is a formal occasion and proper dress and good conduct are expected. Only juniors and seniors may purchase tickets to the prom. Each upper-class student may bring one guest who does not necessarily have to be a junior or senior. If a student elects to invite a student from another school, LSHS reserves the right to investigate the invited student. The LSHS student must inform the Junior Class Sponsor of who the student from another school is at least two (2) weeks prior to the prom.

*Prom fees will be paid by a money order or cash.

No refunds will be given for any reason.

Senior Activities

College/Vocational School Visits:

*Seniors are allowed 2 college/technical school visits during their senior year. These visits are counted as school activity (SA) days, not as an absence. However, for the visit to be counted as an SA day, proper documentation must be completed. Seniors must see their counselor or the College and Career Center for details. Failure to properly complete paperwork will result in an unexcused absence.

Senior Dues:

*Senior dues are required each year in order to meet costs associated with graduation. These dues should be verified by the senior class sponsors and paid by the deadline set each year. Students may pay with cash or a money order.

Checks will not be accepted for any Senior Dues.

Senior Holds:

Any hold placed on a student's account during his or her time at any school in the DCSS will be paid prior to the deadline set by LSHS. Failure to pay the hold will result in the student not being allowed to practice and participate in graduation ceremonies. Students may pay with cash or a money order.

Failure to resolve any holds can result in the student not being allowed to participate in graduation ceremonies.

Graduation:

*All seniors recommended for graduation will be required to follow all rules and regulations set forth by LSHS and the

DCSS. Failure to comply with these rules could result in holding diplomas until any disciplinary actions are taken by the school.

*All seniors will follow dress code set forth by senior class sponsors for graduation.

*Seniors will only be allowed to wear cords and stoles approved by the principal.

Cafeteria Prices

*Cost: Breakfast- \$1.25
Lunch - \$2.35
Extra Milk - \$0.60

*Breakfast is from 7:45 am until 8:15 am. If a student's bus arrives late they will be able to receive breakfast with an authorized pass. If a car rider arrives after 8:15, then the student will need to go directly to their advisement/homeroom class.

*There is no charging at the high school level. No part of any meal will be able to be charged.

*There are no supplemental meals at the high school level either, so please have enough money at every meal to pay for the food that you have chosen.

*Free & Reduced program- There are applications available at all times upon request. This is a federally funded program. So, if there is a misuse of this program by using your student id to buy a meal for another student or giving your student id to another student to use, it could result in removal from the program. It is the student's responsibility to turn in all paperwork to the cafeteria manager in the time period permitted.

Student Id's

*All students will be issued an identification badge for the year. Students are required to wear the identification badge at all times before, during, and after the school day.

*Students not wearing their identification badge or who do not have the badge in their immediate possession will receive detention, ISS, or OSS for each infraction. The administration will determine appropriate consequences for each incident.

*If a student loses their identification badge, he or she must report to the media center to obtain one. Replacement costs are \$5 and can be substituted one time for a Saturday Work Detail.

*Students found with invalid or fake identification badges will have the badge confiscated and will receive disciplinary consequences.

*All identification badges will be turned in at the end of the school year.

Legacy of the Lion

Legacy of the Lion is a school wide Positive Behavioral Intervention and Support Program (PBIS). It includes proactive strategies for defining, teaching, and supporting appropriate student behaviors to create a positive school environment. It is a continuum of positive supports for all students within all settings in and around the school. This program is designed to build respect, responsibility, and integrity among our students while increasing the time students receive academic instruction.

The Legacy of the Lion is defined by the top three student expectations at Lithia Springs High*. Students can be "caught

being good" if they display one or more of the following:

1. Be on time to designated area, be prepared, and follow directions.
2. Respect others and their property.
3. Make a positive contribution to the learning environment.

Procedure for Obtaining Driver's License

A Certificate of Attendance must be filled out by a school official and presented to the Department of Public Safety within 30 days for a student to obtain his/her license. There is a \$2.00 charge for completing the Certificate of Attendance.

Policy on Appropriate Use of Internet and Similar Technology

Lithia Springs High School believes that the Internet is a powerful educational tool when used appropriately. Further, the school holds that this technology's vast scope and worldwide nature are consistent with educational goals related to making students aware of the larger environment in which they live. Finally, the school believes that the appropriate use of the Internet is a shared responsibility of the school, and home. The following policy is designed with these beliefs in mind.

1. The policy for appropriate use of the Internet developed and approved by the Douglas County Board of Education is adopted in its entirety.
2. Every student and his/her guardian must read and sign the Internet Policy Statement prior to using the technology. Record of this agreement will be maintained by Media Center staff.
3. Students will not use the World Wide Web, news-groups, file transfer protocol (FTP), search engines, chat room, or other Internet methodologies to access sex, drug, alcohol, music, game, or similar sites inappropriate for a typical high school classroom. Accessing inappropriate sites and/or transferring inappropriate files are zero tolerance offenses. Students violating this section of the policy will be suspended from further Internet use. The student will receive a grade of zero for any Internet related assignment he is unable to complete as a result of a suspension.
4. No student shall attempt to order goods or services, enter any pay-for-service area of the Internet, or in any way attempt to encumber school funds through sources available on the Internet. Any action taken by a student that results in a cost (loss) to the school will result his/her being suspended from further Internet use. Further, the student and his family is liable for any charges incurred by Lithia Springs High School.
5. Students must fully acknowledge and document all materials used from Internet sources. Failure to assign credit to the source and supply the address where the quoted source can be verified is plagiarism.

In accordance with the standing Lithia Springs High School policy on plagiarism, the student may receive a grade of zero for the entire assignment in which plagiarism is found. Teacher discretion will determine outcome of assignment.

Policy on Appropriate Use of Technology Hardware and Software

This policy states approved guidelines to be followed by all school personnel, students, and their families in regard to use of computers, computer related peripherals, and software that are the property of Lithia Springs High School. These guidelines are to be followed in all departments and by all students in order to safeguard the limited resources currently available.

1. Intentional destruction of hardware or software is a zero tolerance offense and will result in a discipline notice and referral to the office on the first occurrence.
2. The student and/or his family must make restitution for any damaged hardware or software caused by the student.
3. Even though certain actions may not physically destroy a computer or program (i.e., changing color settings, default printers, etc.), they are unnecessary and require restoration. Actions of this nature are included under this policy.
4. Viruses are an increasing problem at LSHS. As a result, students are not to use disks, CD's, thumb-drives or other outside storage devices from sources outside Lithia Springs High School. Each teacher is responsible for establishing a procedure for screening those disks for viruses.
5. Any student in a computer system or software directory other than one authorized by his/her teacher is in violation of the appropriate use policy.
6. Any attempt to gain unauthorized entry (hack) into a computer or computer file the user has not been given permission to use is a violation of the appropriate use policy.
7. Using a name, identification, password, or sign-on, other than the users own is a violation of the appropriate use policy.
8. No student-owned programs are to be loaded on Lithia Springs High School computer space.

Bring Your Own Technology (BYOT)

As new technologies continue to change the world in which we live, they also provide many new and positive educational benefits for classroom instruction. To encourage this growth, students may now bring their own technology to school.

The use of technology to access educational material is not a right but a privilege. When respected, this privilege will benefit the learning environment as a whole. A student does not have the right to use his or her laptop, cell phone or other electronic device while at school so when abused the privileges will be taken away.

Students and parents/guardians participating in BYOT must adhere to the Student Code of Conduct, as well as all Board policies, particularly Internet Acceptable Use (Policy IFBG-R(1)) and Internet Safety (Policy IFBGE):

- Students take full responsibility for their electronic devices. The school is not responsible for the security of the electronic devices.
- Devices must be in silent mode while on school campuses and while riding school buses.
- Devices may not be used to cheat on assignments or tests, or for non-instructional purposes (such as making personal phone calls and text/instant messaging).
- Devices may not be used to record, transmit or post photographic images or video of a person, or persons on campus during school activities and/or hours.
- Students will be allowed to access only files or Internet sites on the device which are relevant to the classroom curriculum. Games are not permitted.
- Each teacher will decide if, when and how BYOT will be utilized in their classroom. Students will comply with teachers' direction to shut down the device or

close the screen.

- Students acknowledge that the school's network filters will be applied to one's connection to the Internet and will not attempt to bypass them.
- Students understand that bringing on premises or infecting the network with a Virus, Trojan, or program designed to damage, alter, destroy, or provide access to unauthorized data or information is in violation of the AUP policy and may result in disciplinary actions.
- Students acknowledge that processing or accessing information related to "hacking", altering, or bypassing network security policies is in violation of the AUP policy and may result in disciplinary actions.
- The school district may collect and examine any device that is suspected of misuse or was the source of an attack or virus infection as allowable by law.
- Students realize that printing from personal devices will not be possible at school.
- Devices are to be charged prior to bringing to school and run off their own battery while at school.

CTAE Non Discrimination Notice

Lithia Springs High School offers career and technical education programs. These programs are designed to prepare youth for a broad range of employment and further education. The following is a list of programs being offered at Lithia Springs High school:

Cosmetology	Healthcare Science
Family and Consumer Science	Engineering
Business and Computer Science	Marine JROTC
Marketing	Biomedicine
Public Safety	

The Criteria for admission into CTAE course is determined by the space available for all students that sign up for an Introductory level course and the amount of space in a student's schedule. All upper level courses must have the correct pre-requisite course completed.

The Career, Technical and Agricultural Education courses "are responsible for career and leadership development of" high school students. "The CTAE department works with the nine Career, Technical Student Organizations to enrich the curriculum in the CTAE Pathways."

All career and technical education programs follow the district's policies. The district policy is Board Policy JAA and that policy reads "Federal law prohibits discrimination on the basis of age, 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 Perkins Act of 1998); or disability (Section 504 of the Rehabilitation Act of 1973 and Americans With Disabilities Act of 1990) in educational programs or activities receiving federal financial assistance. Employees, students, parents and the general public are hereby notified that the Douglas County Board of Education does not discriminate in any educational programs or activities or in employment policies."

BYOT Student Agreement

This letter is to serve as notification that Lithia Springs High School implemented a Bring Your Own Technology (BYOT) program on March 18, 2013. The procedures and agreement below have been reviewed with your student and he/she agrees to abide by these guidelines. Any violation may result in the loss of their network and/or electronic device privileges and further disciplinary action. If you do not wish your student to participate in the BYOT program please contact the school at 770-651-6700. Further information related to the purpose of the BYOT program and frequently asked questions can be found by visiting our Website at <http://lithiasprings.dch.schoolinsites.com>.

The use of technology to access educational material is not a right but a privilege. When respected, this privilege will benefit the learning environment as a whole. A student does not have the right to use his or her laptop, cell phone or other electronic device while at school so when abused the privileges will be taken away.

Students and parents/guardians participating in BYOT must adhere to the Student Code of Conduct, as well as all Board policies, particularly Internet Acceptable Use (Policy IFBG-R(1)) and Internet Safety (Policy IFBGE):

- Students take full responsibility for their electronic devices. The school is not responsible for the security of the electronic devices.
- Devices must be in silent mode while on school campuses and while riding school buses.
- Devices may not be used to cheat on assignments or tests, or for non-instructional purposes (such as making personal phone calls and text/instant messaging).
- Devices may not be used to record, transmit or post photographic images or video of a person, or persons on campus during school activities and/or hours.
- Students will be allowed to access only files or Internet sites on the device which are relevant to the classroom curriculum. Games are not permitted.
- Each teacher will decide if, when and how BYOT will be utilized in their classroom. Students will comply with teachers' direction to shut down the device or close the screen.
- Students acknowledge that the school's network filters will be applied to one's connection to the Internet and will not attempt to bypass them.
- Students understand that bringing on premises or infecting the network with a Virus, Trojan, or program designed to damage, alter, destroy, or provide access to unauthorized data or information is in violation of the AUP policy and may result in disciplinary actions.
- Students acknowledge that processing or accessing information related to "hacking", altering, or bypassing network security policies is in violation of the AUP policy and may result in disciplinary actions.
- The school district may collect and examine any device that is suspected of misuse or was the source of an attack or virus infection as allowable by law.
- Students realize that printing from personal devices will not be possible at school.
- Devices are to be charged prior to bringing to school and run off their own battery while at school.

I understand and will abide by the above guidelines. I further understand that any violation may result in the loss of my network and/or electronic device privileges and further disciplinary action.

Signature of Student

Date

EXHIBIT

Descriptive Code: IFBG-E(1)

**COMPUTER ASSISTED INSTRUCTION
USE OF ELECTRONIC COMMUNICATIONS:
INTERNET USE**

Date: 6/6/11

Parent/Guardian Authorization Form

The Douglas County Board of Education is committed to providing access to advanced technology and increased opportunities for learning by providing Internet access. Use of this network offers the opportunity for students to utilize information resources not generally available within the school or local community. Parents and students must recognize that students will be required to make independent decisions and use good judgment in their use of the Internet. I understand that some materials on the Internet may be objectionable, but I accept responsibility for guidance and conveying standards for my son/daughter to follow when selecting, sharing or using this media.

While the potential for abuse exists, I understand the primary purpose of using the Internet is educational—that is, to support learning and enhance classroom instruction. I understand that inappropriate use of the Internet may result in the termination of access and possible disciplinary action. I also agree to compensate the school or school system for any expenses or costs incurred as a result of my child's violation of Internet policy.

I understand that it is impossible to control all materials on a global network and that an industrious student may discover inappropriate material. Information obtained from the Internet is at the user's own risk. The school cannot be responsible for accuracy or quality of the information.

I release my school and the Douglas County School System from any liability relating to consequences resulting from my son/daughter's use of the Internet.

I have reviewed the Internet Use Authorization Form with my child, and I hereby grant permission to the Douglas County School System to provide my child with Internet access.

Parent/Guardian _____ Student Name _____
(Please Print) (Please Print)

Address _____ Phone # _____

Parent/Guardian Signature _____ Date _____

Douglas County Board of Education

EXHIBIT

Descriptive Code: IFBG-E(2)

**COMPUTER ASSISTED INSTRUCTION
USE OF ELECTRONIC COMMUNICATIONS:
INTERNET USE**

Date: 06/06/11

Internet Use Authorization Form

The Douglas County Board of Education is committed to providing access to the Internet for increased opportunities for learning. This access will be provided to those who agree to act in a considerate and responsible manner. Permission to access the Internet is dependent upon the parent/guardian signing the Parent/Guardian Authorization Form and the user signing the Internet Use Authorization Form.

Please read the following conditions for Internet access.

1. Use the Internet for appropriate educational purposes;
2. Use the Internet only with permission of designated school staff;
3. Do not use language that is: obscene, insulting, purposely inaccurate or offensive to others;
4. Do not access inappropriate materials or show others how to access them;
5. Respect and uphold the copyright laws (giving credit to the rightful author and not distributing protected material or software);
6. Follow school regulations which concern computer use (will not damage computers, will respect the privacy of other students' files, will follow the directions of my teacher, will not be wasteful of resources);
7. Keep password confidential and do not use another student's password or attempt to gain unauthorized access to the Internet;
8. Immediately report any security problems or violations of these conditions to appropriate school staff;
9. Do not divulge personal information such as addresses and telephone numbers over the Internet;
10. Do not transmit computer viruses or any other malicious programs;
11. Do not intentionally damage or disrupt Internet services or equipment;
12. Comply with network storage space limitations. Consult with teacher before downloading files;
13. Do not order any materials which will incur charges.

I understand that I have no right to privacy when I use the Internet, and I consent to staff monitoring my communications.

I also understand that any conduct that is in conflict with these conditions is inappropriate and may result in termination of network access and possible disciplinary action.

I take full responsibility for my actions on the Internet and agree to the above conditions.

Student Name: (please print) _____
Student Signature _____ Date _____

Douglas County Board of Education

EXHIBIT

PERMISSION TO DISPLAY PHOTOGRAPH OR WORK **Date: 06/06/11**

I hereby grant permission to the Douglas County School System and Lithia Springs High School to use, including publicly display or perform my/my student's photograph, video, or audio clip on the Douglas County School System and Lithia Springs High School web site, individual school web pages, or in other official Douglas County School System and Lithia Springs High School publications without further notice. I acknowledge Douglas County School System and Lithia Springs High School the right to crop, edit, or treat the photograph, video, or audio clip at its discretion.

I also understand that once my student's photograph, video or audio clip is published on a web site, it can be downloaded by any computer user, on or off campus. Personal information, such as a student's full name, parent's names, addresses and telephone number will never be published. If a student's name is used with a photograph, video, or audio clip, it will be in the form of a first name and last initial. For example, student Jane Doe may be listed as "Jane D."

Therefore, I agree to indemnify, defend and hold harmless the members of the Douglas County Board of Education, its officers, employees, agents, successors and assignees (the "Indemnified Parties") from and against any and all claims and liabilities resulting from this publishing.

Permission is granted for the use requested above.

Name of Student _____

Signature of Student _____

Date _____

Name of Parent or Guardian _____

Signature of Parent or Guardian _____

Date _____

Descriptive Code: IFBG-E(3)

STUDENT HANDBOOK SIGNATURE PAGE

This Parent/Student Handbook contains valuable information for you and your student to ensure success in the school environment. Success is dependent upon mutual respect and clear understanding of rights and responsibilities. Please read carefully each statement below and sign each of the 5 blocks on the appropriate line and return to your school. The student handbook can be found at <http://lithiasprings.dch.schoolinsites.com> on the left hand side of the screen under the "Get Informed" section of the webpage. If you desire a copy, you may request it from your school.

Block 1 **Handbook/High School Drug Testing/Internet Use/BYOT**

I have reviewed a copy of the Parent/Student Handbook on my child's school website including the student code of conduct, drug-testing policy for high school student, and Internet Filtering Regulations. I understand that my student is responsible for all of the policies and procedures contained in the handbook. I also have read Board Policy Computer Assisted Instruction, Use of Electronic Communications: Internet Use .IFBG-E(1) IFBG-E(2) Permission to Display Photograph or Work IFBG-E(3). Posted of DCSS web site - Policy Manual - Under I - Instruction Program. I also have read the LSHS Bring Your Own Technology (BYOT) Agreement in the student handbook.

Parent/Guardian Signature: _____ Student Signature: _____

Block 2 **Directory Information**

I understand that certain information (name, date of birth, participation in clubs and sports, awards, photographs, etc.) is considered Directory Information and may be released to the media, colleges and universities, Georgia Financial Aid Commission, the military and other agencies. Check your choice and then sign.

I grant permission for the release of Directory Information.
 I grant permission for the release of Directory Information to all groups except the military.
 I refuse permission for the release of any Directory Information.

Parent/Guardian Signature: _____

Block 3 **Attendance**

I have received a copy of the Attendance Policy and understand that I can be charged with a misdemeanor if my student obtains the sixth (6) unexcused absence.

Parent/Guardian Signature: _____

Block 4 **Clubs**

I acknowledge that all clubs and organizations with related information are listed in this handbook and have been made available for me to review. I understand that any new clubs or organizations formed during the school year will be required to send home information and I must grant permission for my student to participate. I understand that if I wish to "opt-out" my student from participation I may do so by listing the club or organization that I do not grant permission for my student to participate in on this page.

In addition, I understand that if my student chooses to participate in sports, school clubs and activities, or other selected activities at the high school level, they are subject to random drug testing as outlined in this handbook.

Parent/Guardian Signature: _____

(My student does **NOT** have permission to participate in the following clubs or organizations)

Block 5 **Drug Testing**

I understand that if my student chooses to participate in school sports, school clubs, or other selected activities at the high school level, they are subject to random drug testing as outlined in this handbook.

Parent/Guardian Signature: _____