



**Lamar County High School  
&  
Lamar County College and Career Academy**

**2015-2016**

**Student Handbook**

System accredited by the Southern Association of Colleges and Schools  
& accredited with Quality by the Georgia Accrediting Commission

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Web Site:  
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Principal, Lamar County High School  
CEO, Lamar County College and Career  
Academy

Assistant Principals:

Ms. Catherine Brown

Dr. Todd Shipp

THIS BOOK BELONGS TO:

Name \_\_\_\_\_

Address \_\_\_\_\_

City/Town \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

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**This is your Student Handbook and Agenda for 2015-2016. You are required to read the entire Student Handbook and Agenda. You will find an acknowledgment and other forms in the back of this handbook and with your first day forms that you and your parent(s) will need to complete and sign. Return the forms as directed by the end of the first week of school or within one (1) week of enrollment.**

### **Lamar County High Vision Statement**

LCHS is a school where faculty and staff continuously seek, review, and use best practices to teach all students while cultivating relationships between school, community, and families in order to ensure each student is prepared for post-secondary opportunities.

### **Lamar County High Mission Statement**

The mission of LCHS is to deliver a rigorous and flexible education that provides graduation opportunities for all students.

### **STATEMENT OF NONDISCRIMINATION**

The Lamar County School System does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Mr. Cleve Hendrix - 100 Victory Lane, Barnesville, GA 30204, (770) 358- 5891, [chendrix@lamar.k12.ga.us](mailto:chendrix@lamar.k12.ga.us); and Mrs. Shannon Reeder (770) 358-5891, [sreeder@lamar.k12.ga.us](mailto:sreeder@lamar.k12.ga.us)

The following career and technical education programs are offered for all students in grades 9-12 regardless of race, color, national origin, including those with limited English proficiency, sex or disability: Business Education, Healthcare Science, Construction, JROTC, and Education and Training. Persons seeking further program or pre-requisite criteria should contact: Mrs. Sheila Wilson, CTAE Director, 1 Trojan Way, Barnesville, GA, 30204, (770)-358-8641, [sheila.wilson@lamar.k12.ga.us](mailto:sheila.wilson@lamar.k12.ga.us).

**Parent Notification - Right to Know About Teacher Qualifications** *In Lamar County, teacher qualification information that may be requested is in the student handbook and requires parent signature upon receipt. In addition, letters are sent home to the parents via standard mail about specific teachers or long term substitutes as the need arises.*

**Parents, you may request the following information about the professional qualifications of your student's teacher(s).**

- Whether the teacher has met the Georgia Professional Standards Commission's requirements for certification for the grade level and subject areas in which the teacher provides instruction;
- Whether the teacher is teaching under an emergency or other provisional status through which Georgia qualifications or certification criteria have been waived;
- The college major and any graduate certification or degree held by the teacher;
- Whether the student is provided services by paraprofessionals, and if so, their qualifications.

If you wish to request information concerning your child's teacher's qualifications, please contact:

LCHS: Mr. Matt Adams 770-358-8641

LCMS: Dr. Julie Steele 770-358-8652

LCES: Dr. Andrea Scandrett 770-358-5556

LCPS: Ms. Brown 770-358-8661

District Office: Mrs. Sherrelle Ogletree or Mrs. Norma Greenwood 770-358-5891

### **Notificación al Representante**

En cumplimiento con los requerimientos del reglamento "Ni un niño dejado atrás" del Distrito escolar **Lamar**, se informa a los representantes que pueden solicitar información acerca de los estudios universitarios alcanzados por el profesor o profesor (es) de su hijo. La siguiente información puede ser solicitada:

- Si el profesor ha llenado los requerimientos de La Comisión de Profesionales del Estado de Georgia para el nivel y materias en las que provee instrucción.
- Si el profesor está enseñando por emergencia u otra situación provisional en las que el criterio de requisitos profesionales o certificados universitarios no han sido tomados en cuenta.
- La carrera universitaria y cualquier certificado de post-grado que el profesor ha obtenido
- Si el estudiante recibe clases de profesores que no están graduados, y si este es el caso, cuál es su grado de capacitación profesional Si usted desea información acerca de la preparación profesional del profesor de su hijo, por favor póngase en contacto con el director al siguiente teléfono:

LCHS: Mr. Matt Adams 770-358-8641

LCMS: Dr. Julie Steele 770-358-8652

LCES: Dr. Andrea Scandrett 770-358-5556

LCPS: Ms. Brown 770-358-8661

La Oficina del distrito: Mrs. Sherrelle Ogletree or Mrs. Norma Greenwood, 770-358-5891

### **DISCLAIMER**

The staff and administration of Lamar County High School have carefully prepared the information contained in this handbook. The administration acknowledges that not every situation can be covered in a handbook; therefore, we reserve the right to handle each situation as we deem appropriate. If the electronic device policy is habitually violated by the student body, the administration reserves the right to amend the possession of electronic devices on campus. Throughout this handbook, the term *parent* refers to a student's legal guardian. This information is in compliance with the Lamar County Board of Education Policy Manual, which is available on-line on the LCSS home page at [www.lamar.k12.ga.us](http://www.lamar.k12.ga.us). **Errors in this book or changes in federal and state laws and/or the LC School Board policies supersede the contents of this handbook.**



## **LAMAR COUNTY SCHOOL SYSTEM CODE OF CONDUCT**

The following items may be stated in the Lamar County School System Code of Conduct, which is in addition to this student handbook, as well as other policies regarding all students in grades K-12:

- Grievance Procedure
- Jurisdiction of the Board of Education
- Parental Responsibilities
- Actions Which Will Result in Disciplinary Procedures
- Student Behavior Code Consequences
- Bus Rules and Consequences
- Compulsory Attendance Law
- Compulsory Attendance Acknowledgement
- Family Education Rights and Privacy Act
- Discriminatory Complaints Procedure
- Gender Equality in Sports
- Child Abuse
- Emergency Data Information
- School Resource Officer

**During the school year, school office receptionist services are available between the hours of  
7:00 a.m. and 4:00 p.m.**

## Lamar County Board of Education 2015/2016 Instructional Calendar

**Approved**  
2/10/15

Green - no school for students & teachers; Blue - Professional Learning Days; Yellow - Open House;  
Pink - First & Last day of school & early release days for students;  
Purple - New Teacher Orientation; 28<sup>th</sup> Graduation; Gold - Students Return

	S	M	T	W	TH	F	S		S	M	T	W	T	F	S	
<b>July 2015</b> System will be closed 3, 10, 17, & 24 <sup>th</sup> 27 <sup>th</sup> New teachers 28 <sup>th</sup> , 29 <sup>th</sup> , 30 <sup>th</sup> & 31 <sup>st</sup> 30 <sup>th</sup> Open House  T=4				1	2	3	4							1	2	<b>January 2016</b> 1 <sup>st</sup> New Year's Day 4 <sup>th</sup> PL Day (no students) 5 <sup>th</sup> Students Return 18 <sup>th</sup> MLK Day  2 <sup>nd</sup> 9 wks ends Jan. 6 <sup>th</sup> 3 <sup>rd</sup> 9 wks begins Jan. 7 <sup>th</sup>  T=10
	5	6	7	8	9	10	11		3	4	5	6	7	8	9	<b>February 2016</b> 15 <sup>th</sup> - 19 <sup>th</sup> Winter Break  T-16 S-16
	12	13	14	15	16	17	18		10	11	12	13	14	15	16	<b>March 2016</b> 21 <sup>st</sup> PL (no students) 22 <sup>nd</sup> Students Return 3 <sup>rd</sup> 9 wks ends Mar. 17 <sup>th</sup> 4 <sup>th</sup> 9 wks begins Mar. 18 <sup>th</sup>  T-23 S-22
	19	20	21	22	23	24	25		17	18	19	20	21	22	23	<b>April 2016</b> 18 <sup>th</sup> - 22 <sup>nd</sup> Spring Break  T-16 S-16
	26	27	28	29	30	31			24	25	26	27	28	29	30	<b>May 2016</b> 27 <sup>th</sup> Last day of school/early release for students 28 <sup>th</sup> Graduation 30 <sup>th</sup> Memorial Day 31 <sup>st</sup> - Post Planning  T-21 S-20
<b>August 2015</b> 3 <sup>rd</sup> First Day of School  T=21 S=21	S	M	T	W	TH	F	S		S	M	T	W	T	F	S	<b>June 2016</b> 1 <sup>st</sup> & 2 <sup>nd</sup> Post Planning System will be closed 10, 17, & 24  T-2
							1			1	2	3	4	5	6	
	2	3	4	5	6	7	8		7	8	9	10	11	12	13	
	9	10	11	12	13	14	15		14	15	16	17	18	19	20	
	16	17	18	19	20	21	22		21	22	23	24	25	26	27	
	23	24	25	26	27	28	29		28	29						
	30	31							S	M	T	W	T	F	S	
<b>September 2015</b> 7 <sup>th</sup> Labor Day  T=21 S=21	S	M	T	W	TH	F	S				1	2	3	4	5	
			1	2	3	4	5				6	7	8	9	10	
	6	7	8	9	10	11	12		13	14	15	16	17	18	19	
	13	14	15	16	17	18	19		20	21	22	23	24	25	26	
	20	21	22	23	24	25	26		27	28	29	30	31			
	27	28	29	30					S	M	T	W	T	F	S	
<b>October 2015</b> 5 <sup>th</sup> PL Day (no students) 6 <sup>th</sup> Students Return 12 <sup>th</sup> - 16 <sup>th</sup> Fall Break  1 <sup>st</sup> 9 wks ends Oct. 6 <sup>th</sup> 2 <sup>nd</sup> 9 wks begins Oct. 7 <sup>th</sup>  T=17	S	M	T	W	TH	F	S							1	2	
					1	2	3		3	4	5	6	7	8	9	
	4	5	6	7	8	9	10		10	11	12	13	14	15	16	
	11	12	13	14	15	16	17		17	18	19	20	21	22	23	
	18	19	20	21	22	23	24		24	25	26	27	28	29	30	
	25	26	27	28	29	30	31		S	M	T	W	T	F	S	
<b>November 2015</b> 23 <sup>rd</sup> - 27 <sup>th</sup> Thanksgiving Break  T=16 S=16	S	M	T	W	TH	F	S		1	2	3	4	5	6	7	
	1	2	3	4	5	6	7		8	9	10	11	12	13	14	
	8	9	10	11	12	13	14		15	16	17	18	19	20	21	
	15	16	17	18	19	20	21		22	23	24	25	26	27	28	
	22	23	24	25	26	27	28		29	30	31					
	29	30							S	M	T	W	T	F	S	
<b>December 2015</b> 18 <sup>th</sup> Early release for students 21 <sup>st</sup> - 31 <sup>st</sup> Christmas Break  T=14 S=14	S	M	T	W	TH	F	S					1	2	3	4	
			1	2	3	4	5		5	6	7	8	9	10	11	
	6	7	8	9	10	11	12		12	13	14	15	16	17	18	
	13	14	15	16	17	18	19		19	20	21	22	23	24	25	
	20	21	22	23	24	25	26		26	27	28	29	30			
	27	28	29	30	31											

T=93 S=88	PL Days July 28 <sup>th</sup> - July 31 <sup>st</sup> ; Oct. 5 <sup>th</sup> ; Jan. 4 <sup>th</sup> ; March 21 <sup>st</sup> ; May 31 <sup>st</sup> ; June 1 <sup>st</sup> & June 2 <sup>nd</sup> = 10	T=97 S=92
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Total for teachers 190  
Total for students 180

## SOURCES OF ASSISTANCE

Lamar County Schools System-Wide Psychologist (770) 358-8652

Department of Family & Children Services (DFACS) (770) 358-5170

Help Line Georgia (800) 338-6745

Lamar County Mental Health Services Emergency Crisis Line (770) 358-5252

Gary Kittrell, Psychologist (770) 228-0077 Lamar County Schools System-Wide Social Worker (770) 358 – 5891

Lamar County High School Guidance Department (770) 358 – 8641

Human Sex Trafficking Prevention Hotline 1-888-373-7888

## PARENTAL INVOLVEMENT POLICY

The Lamar County High School affirms and assures the educational rights of students, parents, guardians, and teachers of children being served. Opportunities are provided to all stakeholders to participate in the design and implementation of educational activities at the high school. The high school annually develops Parent Involvement Action Plans collaborating with parents and other community members. The Parent Involvement Action Plan includes the six standards from the Georgia School Standards and Federal Title I requirements. Parents and community members are invited to attend meetings and participate in the collaborative development of the parent involvement plan, school wide improvement plan, and the student parent school compact.

## LCHS SERVICES OFFERED (Arranged Alphabetically)

### BUSINESS OFFICE

**Agenda/Handbook:** Access to the Student Handbook/Agenda is available online, in the front office and in the Media Center.

**Books—Lost or Damaged: High school textbooks are expensive. Parents are to be aware that students are often issued books that, taken together, exceed \$700.00 in value.** LCHS administers a system of maintaining and controlling textbooks, library books, and media materials. Students are responsible for all materials issued to them. Lost or damaged books must be paid for by the student to whom the book was issued. Fines for excessive damage to textbooks will be assessed on the basis of the books lasting for 5 years. An example of the formula for figuring fines for a damaged textbook costing \$100.00 is as follows:

- 1st year - full price                      \$100.00
- 2nd year - 4/5 X \$100.00                \$80.00
- 3rd year - 3/5 X \$100.00                \$60.00
- 4th year - 2/5 X \$100.00                \$40.00
- 5th year - 1/5 X \$100.00                \$20.00      & \$10.00 minimum 6th year and thereafter.

Students will be required to pay \$10.00 for any textbook that must be rebound. Any of the following consequences may result if a student fails to pay the designated amount for a lost or damaged textbook:

- Refusing to issue any additional textbooks.
- Withholding of all grades, diplomas, records, transcripts or certificates of progress – including denial of participation in commencement ceremonies and other co-curricular and extra-curricular activities until restitution is made.
- Withholding/Withdrawing parking and locker privileges.

**Cars/Parking (Payment Information):** Students who drive their automobiles to and from school must park in their designated school campus parking spaces. Parking permits are sold for \$30.00 on a first-come, first-served basis. A limited number of parking spaces are available. Parking decals must be visible. Automobiles parked on campus without the proper permit will be towed away at the owner’s expense and will be subject to ticketing. Parking permits are non-transferable, and the parking fee is non-refundable. More than one vehicle may be registered. Replacement permits cost \$20.00. No temporary parking permits will be issued. Students who are failing 5 of 7 classes at the end of the semester may lose their parking privilege for the next semester. Students must adhere to sign-in and sign-out procedures for drivers, or they forfeit their campus driving privileges.

**Checks Returned:** Parties will be notified of any returned check. No checks are accepted during the last thirty days of school—cash only. Returned checks are handled by a Federal Automated Recovery System (FARS) that allows electronic recovery. Refer to board policy for more information.

**Class Fees:** Each student is expected to pay the class fee each year for class activities. Fund balances are retained with each class through the senior year. These fees are for costs associated with Senior Nights, Homecoming, Honors, and Graduation.

9th - \$20.00	10th - \$30.00	11th - \$40.00	12th - \$115.00
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**Debt and Collection Procedure:** Failure to pay fines or replacement costs for lost or damaged textbooks or media center books (O.C.G.A. 20-2-1013) or any other debts owed to the school, may result in one or more of the following actions:

1. Withheld additional textbook(s) or library book(s) until restitution is made;
2. Withheld grades, diplomas or certificates of progress until restitution is made;
3. Exclusion from participation in all extra-curricular activities and events; and
4. Collection by any other means necessary and may include court fees or collection costs.

**Documents Request:** Certificates of attendance, ADAP cards, and work permits are issued in the front office. Documents must be requested 48 hours in advance. Students may make their request during their lunch time or during class change. There is a \$2.00 fee for each document.

**Fundraising:** Any fundraising conducted on campus must be approved by the LC School Board. This includes any students, organizations, employees, or private individuals operating on any property of Lamar County Schools in any capacity. Students may participate in fundraisers for the school, their club or a class. Students and parents are responsible for all monies collected and goods sold.

**Identification Cards:** When school identification cards are issued to students, students are expected to have their school I.D. in their possession at all times while on campus and at school-sponsored or school-related activities and events.

**Lockers:** Lockers may be rented each year according to that year's published price. Students are not to place gum, stickers, or decals on or in their lockers. Lockers contain 7 panels—internal and door; students damaging lockers will be charged a minimum of \$5.00 per panel damaged. The student registered to the locker is responsible for any damage to the locker. LCHS is not responsible for items in lockers. LOCKERS MAY NOT BE SHARED.

**Myschoolbucks.com:** Myschoolbucks.com is a fast and simple online payment center. Parents may use the online site to pay for lunches, fees, and other school items in one place. For more information contact the school or visit the website.

### COMPUTER/INTERNET USE

The purpose of the use of the Internet in Lamar County Schools is to support educational and research goals consistent with the educational objectives of the LC School System. The Lamar County Board of Education does not endorse use of Internet resources which are not consistent with approved curricula. Random use, use without supervision, and personal use are prohibited. (See ACCEPTABLE USE POLICY.)

### FRONT OFFICE

**Announcements:** Announcements are made twice daily and posted on kiosks in the halls. Students are required to listen to the information relayed at these times as the daily announcements are the primary means of communicating important student information.

**Interruptions—Class:** Classes will not be interrupted. No flowers, packages, gifts, or deliveries of any kind should be brought or delivered to the school. Students will not be summoned to the office phone.

**Posters and Advertisements:** Any poster, announcement, invitation, advertisement, etc. must be approved by the school administration before being placed on the school campus or in the building. Students and parents are responsible for information in posters or advertisements and for any items sold and money collected.

**Visitors:** Georgia Law prohibits visitors on a public school campus for social or nonessential reasons. Students are not to bring visitors to school with them. Violations of this rule could result in arrest of visitors and serious disciplinary action taken with students. Visitors with specific purposes are to enter school through the front entrance only and to check in immediately with the main office. Moreover, visitors are to use the front parking lot. To promote uninterrupted instructional time and for the protection and safety of our students, we follow these visitation guidelines:

- All visitors, including parents, are to stop in the office and receive a visitor's pass which must be displayed at all times while on school campus.
- To show teachers courtesy, to prevent instructional interruptions, and to avoid unnecessary delays to parents, appointments should be made for conferences and classroom visitations.

- To prevent interruptions, younger children are not to accompany parents during classroom visitations.
- All visitors should refrain from using cell phones or other electronic devices while on school campus or in school buildings unless given permission from an administrator.
- Visitors to campus for the purpose of picking up students in the student dismissal area during normal dismissal time are to remain in their vehicles.

## **CAFETERIA**

**Free Lunch Forms:** LCHS operates under a federal lunchroom program. Free or Reduced Price lunch applications must be filled out and returned for approval each year. At any time during the year, if a family's income changes, an application may be submitted for eligibility determination. Forms are available in the guidance office. Breakfast is served the 30 minutes prior to the first bell.

**Payment/ID Number:** Students are to use the provided ID number at the register. Students must pay cash in advance or have a free/reduced lunch form on file as no charging is allowed.

**Meal Prices:** Both student and adult prices are published at the beginning of each school year. More information is available in the front office.

**My School Bucks:** Parents may pay for meals using myschoolbucks.com. More information is available at school or at the myschoolbucks.com website.

**Note: Students are not allowed to receive or retrieve food from an outside source at breakfast or lunchtime.**

## **MEDIA CENTER**

The administration, library staff, and faculty want the media center to be a vital part of your educational experience. The media center is open for student use before and after school each day and during student lunches in accordance with school procedures; otherwise, a teacher pass is required. Students are to be considerate and refrain from talking while in, as well as when arriving and departing from, the media center. Library books and other media materials are the responsibility of the students to whom they were issued. If damaged, the item's cost must be paid. Students with overdue materials or fines may not be allowed to check out additional materials. Graduation privileges as well as official grades, records, transcripts, and diplomas will be withheld until media charges have been cleared. The Media Program is committed to providing quality services and resources to our staff and students. We strive to foster an atmosphere that values literacy and promotes life-long learning.

## **MILITARY RECRUITMENT**

Federal Law requires high schools to provide military recruiters' access to students and directory information (No Child Left Behind and NDAAFY 2002). Parents not wanting disclosure of such information must return a signed waiver form (located at the back of the agenda). Students will not be allowed out of classes unless authorized by an administrator. Students and recruiters may conference before school, during lunch, or after school.

## STUDENT HEALTH

A nurse is available to help in case of illness or injury at school. Students who wish to call home because of an illness must do so in the clinic. Students who drive to school and become too ill to remain in class are not allowed to drive home; other arrangements must be made. A student who is too ill to be in class is too ill to drive. To assist with notification when a child is sick or experiencing discomfort/pain, parents must keep telephone numbers current so that a responsible party may be reached at all times. If telephone numbers change, parents should notify the front office or the nurse's office. In case of serious illness/injury, the school will telephone emergency medical services for assistance and transport to the nearest hospital. Parents are responsible for associated costs.

Before students may take medication at school, a signed permission slip must be returned. Students are required to bring medication—in the original prescription or the over-the-counter bottle, labeled, and dated properly—to the clinic upon arriving to school. Medication will be administered according to requirements. The school staff will have the right to refuse to give questionable or expired medication. Parents must notify the school of any changes in the administration of medications. When possible, parents should give medication at home. Also, for temporary medication, parents should send only the during-the-school-day amount. Leftover medications will be discarded on the last day of school.

**Asthma and EpiPen Self-administration:** Georgia State Law authorizes student self-administration of asthma medications and EpiPens while at school. To keep an asthma inhaler or other asthma medicine, as well as an EpiPen, in his or her possession, students must provide:

- Parent's written permission.
- Prescribing physician's signed statement indicating that the student understands proper use of the asthma medication or the EpiPen and that the parent has been provided with a written asthma/EpiPen emergency/management plan.
- Parent's written authorization to seek emergency treatment if deemed necessary.

## SCHOOL TRANSPORTATION

Riding the bus is a PRIVILEGE! Students who DO NOT OBEY regulations may forfeit this PRIVILEGE. These regulations will be amended as is needed. The bus driver is in complete charge of the bus and its occupants while going to and from school; students riding the bus must comply with all requests of the driver as well as all bus regulations. ENFORCEMENT OF BOARD, SCHOOL, AND STATE RULES AND REGULATIONS WILL BE STRICTLY REGULATED FOR THE SAFETY OF ALL OCCUPANTS.

### **Basic Rules:**

- Be at the bus stop on time—at least 5 minutes before pick-up time.
- Wait patiently at a safe distance from the road or curb.
- Use the steps and handrails when entering or exiting.
- Take seats quietly and quickly without crowding or pushing.
- Remain seated with hands, heads, arms or objects safely inside the windows.

- NO EATING OR DRINKING WHILE ON THE BUS.
- Refrain from throwing items inside the bus or from the bus window.
- Observe the appropriate school dress code.
- Refrain from using a loud or screaming tone of voice while entering the bus, on the bus or exiting the bus. Do not use vulgar, profane, or offensive language or act in an obscene manner, including obscene hand gestures.
- Leave windows as they are upon boarding.
- Keep books, book bags, feet and legs out of the aisle.
- Treat the bus driver, fellow students, passers-by, and other motorists courteously.
- Refrain from speaking to the bus driver while bus is in motion.
- Face the front of the bus while seated and exiting and use the front entrance to exit the bus, except in cases of emergency. Do not jump down the steps when exiting.
- Avoid displaying affection or engaging in any physical contact.

**Some of the Forbidden Items:** (A complete list may be obtained from the bus driver.)

- Open containers of food, drinks, candy, or chewing gum
- Tobacco/tobacco products
- Glass containers
- Pencils, pens and other objects out of book bags
- Articles used to distract the bus driver, including balloons
- Live animals or reptiles
- Weapons

**Highway Crossing:** If it is necessary to cross a highway after leaving the bus, make sure the bus is stationary and the door is still open. Wait for the bus driver to signal to cross; look both ways; stay out of the line of traffic until the roadway is free of danger; and then, proceed across the highway.

**Assigned Buses:** Students are to ride their assigned buses. Any emergency request to ride a bus or a different bus must be written by the parent and submitted to the school office by the start of second period. **The note must have parent's contact telephone number.** Student will ONLY be allowed off the bus at the school, home, or locations requested in writing from a parent.

**Bus Driver Responsibility:** Drivers are responsible for the students' conduct, safety, and transportation. Bus drivers will report any misbehavior to the principal or the principal's designee. Drivers must submit videotapes and discipline conduct forms to the principal or principal's designee. **Principals and their designees, NOT BUS DRIVERS, are responsible for disciplining students for bus misbehavior.** The principal or the principal's designee will conduct an investigation with or without the videotape. In cases of extreme student misbehavior while being transported to and from school or school related activities, appropriate law enforcement officials may be called to remove the student(s) from the bus. In this event, the Transportation Department or the police will notify the parent or legal guardian that the student has been removed from the bus and inform them as to where the law officer has transported the student. The bus driver will submit the videotape and discipline conduct form as soon as the driver reaches the school that the student attends. In addition to removal by the appropriate law enforcement official, the student shall be subject to suspension from the school bus for the



remainder of the school year. Fighting on a school bus is one of the most serious offenses committed. By causing the bus driver's attention to be diverted, students who fight endanger themselves and everyone riding the bus. Fighting shall result in immediate bus suspension and/or school suspension or expulsion. No prior warning or prior disciplinary action is necessary to suspend students for fighting on the bus. Violations committed on the bus will be punished the same as if they occurred on campus or at a school sponsored activity.

**Other Transportation:** Students should make transportation arrangements prior to arriving on campus. Students should be out of the building and at their pick-up or student activity locations within 10 minutes of the dismissal bell unless under a teacher's direct supervision. The school is not responsible for students remaining on campus after the dismissal bell without appropriate adult supervision. Students not off campus or in their student activity locations will be considered out of bounds and, thus, will be subject to disciplinary actions accordingly.

## SPECIFIC INFORMATION

### FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) DIRECTORY INFORMATION NOTICE

LCCHS has designated the following student information as directory information:

- Name, address, telephone number, and dates of attendance;
- Date and place of birth;
- Official school clubs and sports participation documentation;
- Athletic team weight and height records, if applicable;
- Awards, honors, and recognitions received.

Upon request, this information may be disclosed to the public. Parents wanting to opt out of such disclosure must notify the principal in writing within 15 days after enrollment or the first day of school.

## INSTRUCTIONAL TIME

State High School Graduation Rules require that students earn one half (1/2) Carnegie Credit Unit for successful completion of semester courses and one (1) Carnegie Credit Unit for successful completion of year-long courses. In addition to a passing grade, successful completion of courses includes fulfilling the required seat time. Seat time is defined as the amount of contact hours with an approved instructor. State DOE Code IHF requires 150 clock hours of instruction time for awarding of credit for a year-long course and 75 clock hours of instruction time for awarding of credit for a semester course. **Course credit may not be awarded if minimum seat time requirements are not met, even if a student has a passing grade.**

Students should remain in class for the total class period. **Students should not be allowed to leave class except in an emergency. The teacher and/or an administrator have the authority to determine if an emergency exists.** When an emergency arises, the student will be issued a hall pass. Teachers have the authority to assign an appropriate disciplinary action, including detention time or office discipline referral for abuse of hall pass privileges. Students should be out of class only for an emergency. There will be no passes given during the first or last five minutes of class.

**Scheduled Intervention:** Students may be scheduled to attend enrichment and/or remedial intervention opportunities during the school day. Attending these sessions is mandatory; failing to report to the assigned location will be considered the same as skipping class.

## OTHER NOTICES

**Communicable Diseases/Sex Education Instruction:** As mandated by Georgia Law, LCHS will provide instruction in communicable diseases with major emphasis on AIDS education, as well as instruction in sex education. Parents who wish to make other arrangements for educating their children in these areas must sign a waiver form that will be sent home before the class is taught.

**Interviewing, Photographing, & Videotaping of Students by Staff or News Media:** Notice is hereby given that students may be photographed, videotaped, or interviewed by the news media or by school officials at school or a school activity or events and that such photographs, video tapes, and interviews may be published, including Internet publication. If the parent/guardian objects to the student being photographed, videotaped, or interviewed, the objection must be presented in writing to the principal of the school within 15 days after the student's enrollment date or the first day of school. A waiver form is located in the back of this book for this purpose.

**Safety Glasses:** The wearing of safety glasses is required in all lab courses during potentially dangerous instructional activities, which are determined by the teacher. Students refusing to comply with safety glass regulations will be considered insubordinate.

### Section 504 of the 1973 Rehabilitation Act

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.

## SCHOOL GUIDANCE

The guidance office helps students develop appropriate learning skills, career awareness, and skills that will enable them to make a successful transition into their post-secondary pursuits. Counselors are responsible for assisting students with class selection and ensuring that students are assigned to classes that meet graduation requirements. In addition, they provide counseling to students who are experiencing personal problems and need someone to talk to and/or guidance on where to turn for help.

## REGISTRAR'S OFFICE

**Guardianship and Residency:** State law defines a student who is a resident of a county as one whose parents or legal guardians reside in that county. Upon request an individual must be able to produce a court order or similar legal document to prove that he/she is the legal guardian of a student in order for the student to enroll and attend tuition free. Simply living with an adult relative, such as an aunt or brother, does not make an individual a legal guardian. Board of Education Policy: **No student is permitted to act as his or her own guardian regardless of the age of the student.**

**Health Records:** Georgia law requires that every student enrolled in a Georgia public school have a Certificate of Immunization as well as medical and dental certificates on file. Students who do not provide approved certificates may not remain in school.

**Insurance:** Optional school insurance may be obtained. Advisors provide students with additional information on insurance. The school is not responsible for medical bills incurred during activities. Students are required to return release and permission forms in order to be eligible for full participation in these activities. Students participating in all interscholastic athletics should have accidental insurance coverage. A signed affidavit from parents stating that they have adequate coverage will substitute for coverage under the district program.

**Parental Permission to Drop Out:** In accordance with state law, students are required to obtain parental permission if they desire to drop out of school. Also, in accordance with board policy, parents are required to accompany their son/daughter to school in order to withdraw or drop out. School policy requires that student and parent attend a conference with the principal to discuss consequences of dropping out of school.

**Social Security Numbers:** Parents may request alternative student ID numbers if they do not want the student's social security number to be used.

**Student Records and Documents Request:** State law requires schools to maintain up-to-date records on student immunization and eye, ear, and dental examinations. Students must have proper immunization against certain diseases to remain in school. A copy of each student's birth certificate must also be on file. Parents requesting copies of school records/documents must request such 48 hours in advance. There is a \$2.00 fee for each document request.

**Transcripts:** While enrolled in high school students have the option of requesting GaCollege411.com send electronic copies of high school transcripts to the post secondary school(s) of the student's choice. Upon completion of high school each student will receive 3 *final* official transcripts from the high school guidance office. Thereafter, a charge of \$3.00 per transcript will be assessed for each transcript requested by student, parent, or guardian. Final year-end course grades are not part of the student's final official transcript until 15 business days after the date year-end grades are issued to all students. Forty-eight (48) hours notice is required for transcript requests.

**Withdrawal Procedures:**

1. A parent is required to withdraw a student. Student withdrawal is done through the Guidance Office. **(All students, regardless of age, must be accompanied by a parent or guardian of record to receive completed withdrawal forms.)**
2. A parent or the student may take a clearance form to the media center to be cleared and initialed. Students must also be cleared through JROTC and the Athletic Department if participating in these programs.
3. The completed form must be turned in to the registrar who will then complete the necessary paperwork within 48 hours of receipt. The entire withdrawal procedure takes a minimum of 48 hours.
4. Students not transferring to another school must complete an exit interview with a counselor or the graduation coach.
5. Students dropping out must attend a conference with their parent and the principal.

**SCHEDULING**

Students complete a Course Request Form each year for the following school year. Students wanting to participate in ACCEL, Dual Enrollment, or YAP must declare their intentions by April 1<sup>st</sup> of the preceding school year. LCHS operates on a 7-period day schedule. Students will receive a credit for each course passed at the end of each school year *if minimum seat time requirements have also been met*. Students will take all scheduled courses, including electives, for the full year unless the course is a designated one semester course. Students are not allowed to take classes early or “double up” on core classes in order to accelerate their high school careers.

**Schedule Change Information for All Students:** Any request for a schedule change must be made within the 3-day schedule-change period. After that, schedule changes, including for those in special programs, will be made for justified reasons only as determined by the principal or designee. Students will not be allowed to change classes or drop classes after the schedule-change period without a parent-principal conference and/or the written permission of the principal.

**Transfer Students:** Students enrolling from schools with schedules offering fewer course opportunities per year will be required to complete units based upon the course opportunities they have had.

## GRADUATION COURSE REQUIREMENTS

*Please refer to the section for your specific class. Graduation Course Requirements are based on the year a student first enters high school as a Freshman/9th grader. In addition to course requirement and seat time requirements, students have test requirements to qualify for graduation. Please refer to the section on Test Requirements.*

### GRADUATION COURSE REQUIREMENTS FOR STUDENTS ENTERING 9<sup>th</sup> GRADE FALL 2015 OR THEREAFTER

Areas of Study	Units Required
<u>English/Language Arts</u> : 9 <sup>th</sup> grade English and American Literature required in addition to two other ELA offerings.	4
<u>Mathematics</u> : Math requirements and sequence are being reviewed.	4
<u>Science</u> : Biology and Physical Science Required. In addition to two other ELA offerings. The 4 <sup>th</sup> Science unit may be used to meet both the science and an elective requirement.	4
<u>Social Studies</u> : World History-1 unit, Government- 1/2 unit, US History-1unit, Economics ½ unit required.	3
<u>CTAE and/or Foreign Language and/or Fine Arts</u> : Students planning to enter or transfer into a University System of Georgia institution or other post-secondary institution should take two units of the same foreign language.	3
Health/PE	1
Electives	4
<b>Total Units (Minimum)</b> *Required Courses and or Core Courses	<b>23</b>

**Test Requirements:** To receive a Georgia High School Diploma a student is required to complete satisfactorily the Georgia Milestones Exams, Student Learning Objectives, End of Pathway Exams, and Semester and Year-End Exams in accordance with State DOE and Lamar County Board of Education policies.

**GRADUATION COURSE REQUIREMENTS FOR STUDENTS ENTERING 9<sup>th</sup> GRADE  
FALL 2012-Fall 2014 OR THEREAFTER**

Areas of Study	Units Required
<u>English/Language Arts</u> : 9 <sup>th</sup> grade English and American Literature required in addition to two other ELA offerings.	4
<u>Mathematics</u> : Math requirements and sequence are being reviewed.	4
<u>Science</u> : Biology and Physical Science Required. In addition to two other ELA offerings. The 4 <sup>th</sup> Science unit may be used to meet both the science and an elective requirement.	4
<u>Social Studies</u> : World History-1 unit, Government- 1/2 unit, US History-1unit, Economics ½ unit required.	3
<u>CTAE and/or Foreign Language and/or Fine Arts</u> : Students planning to enter or transfer into a University System of Georgia institution or other post-secondary institution should take two units of the same foreign language.	3
Health/PE	1
Electives	6
Total Units (Minimum) *Required Courses and or Core Courses	<b>25</b>

**Test Requirements:** To receive a Georgia High School Diploma a student is required to complete satisfactorily the Georgia Milestones Exams, Student Learning Objectives, End of Pathway Exams, and Semester and Year-End Exams in accordance with State DOE and Lamar County Board of Education policies.

**For students who entered ninth grade during the 2012-2013 school year and beyond:**

### ***GRADUATION CEREMONY PARTICIPATION***

**To participate in the annual end of year graduation ceremony, students must have met all of their course and test requirements for a High School Diploma and must have passed all state assessments required for a Georgia high school diploma - and/or have met all goals and objectives of his/her Individual Education Plan.**

**Students who graduate at the end of Extended Year Summer Session may participate in a summer/fall ceremony at the Board of Education.**

### **GEORGIA HIGH SCHOOL WAIVER/VARIANCE REQUESTS**

If a student believes that he/she is eligible for consideration of a waiver or variance of one or more of the Georgia Milestones Exams, in accordance with State DOE policy, he/she (or the parent if the student is under 18) must submit in writing to the local superintendent of schools a letter requesting consideration for a variance. Forms and additional information are available in the high school counseling office as well as the school system central office.

**Students must have passed both content area EOCs for which a waiver is requested.**

### **PROMOTION/RETENTION POLICY**

Students are classified at the beginning of the fall semester each year based on the number of course credits successfully completed.

1. A student must have earned 5 credit units to be classified as a 10th grader.
2. A student must have earned 11 credit units to be classified as an 11th grader
3. A student must have earned 17 credit units to be classified as a 12th grader.

### **GRADING SCALE**

90 – 100	A	4 Quality Points	70 – 79	C	2 Quality Points
80 – 89	B	3 Quality Points	Below 70	F	0 Quality Points

**Grade/Assignment Weighting within Core Content and Elective Courses:** In each class, grades for assignments are calculated according to the weight assigned to the task. The categories are as follows:

Final exams, Student Learning Objective and Georgia Milestones Assessments shall count as 20% of the students' final grade as determined by the state and local school system. All other grade/assignment weighting (i.e.. quizzes, tests, projects, labs, daily work etc.) will be determined by the teacher/department and established in the course syllabus.

CTAE courses have unique grade/assignment weighting for each course according to industry standards. Refer to individual course syllabus for CTAE grading categories, scales, and weights.

**If a student believes there has been an error in a grade on his/her report card, a grade-error notification form must be submitted to the guidance office within five (5) days of the issuance of the report card or transcript in which the grade is in question.**

## POINT AVERAGES AND CLASS RANKING

**Cumulative Weighted Grade Point Average:** A student's cumulative [9th -12th] grade point average [GPA] determines his/her rank in class and is used to determine certain honors or awards. This GPA is computed by using the grades earned at the end of the third nine weeks of the senior year for each class using the weighted system. [The HOPE GPA is based solely on academic courses and is calculated by the Georgia Student Finance Commission and not the high school. See that section for more information.]

All grades will be calculated based on the LC School System's grading scale. The GPA is based on a cumulative numerical average of all class grades using the following system:

- Advanced Placement classes and State approved ACCEL dual enrollment classes will be weighted 1.05.
- Gifted, Accelerated, and Honors classes will be weighted 1.03.
- All required Core Classes in English, Math, Science, Social Studies, Foreign Language, and CTAE pathway course will be weighted 1.01.
- Electives and support courses will be weighted 1.00.

Neither weighting of classes nor additional points will be added for other classes.

ACCEL institutions will be asked to submit numerical grades. If numerical grades are not provided, the mid-level numerical grade will be used for the letter grade. [C= 75, B=85, A=95]

**Class Rank:** Only seniors will be ranked. Class rank for valedictorian, salutatorian and honor graduates will be determined at the end of the third nine weeks of the senior year. Determination will be calculated based upon student work submitted as of the last school day of the 3rd nine weeks unless there is an unforeseen physical emergency and then the exception must be approved directly with the principal (e.g. car accident, hospitalization).

**Honor Graduate:** In order to be an honor graduate, a student must have passed all required high school courses, must have a 90.0 numerical grade average (NGA) or 3.75 grade point average GPA on a 4-point scale by the end of the third nine weeks of the senior year. NGA/GPA will be calculated based upon student work submitted as of the last school day of the 3rd nine weeks unless there is an unforeseen physical emergency and then the exception must be approved directly with the principal (e.g. car accident, hospitalization). Averages will not be rounded up to the nearest whole number. The number of honor graduates will not be limited except by the number having the required average.

**Honor Graduate with Distinction:** In order to be an Honor Graduate with Distinction, a student must have met the Honor Graduate requirements and successfully completed two (2) Advanced Placement/Dual Enrollment/ACCEL Courses and two (2) Foreign Language Courses in the same foreign language.

**Valedictorian/Salutatorian:** The class valedictorian is the senior Honor Graduate with Distinction with the highest class ranking as determined by the highest cumulative weighted GPA at the end of the third nine weeks of the senior year. The class salutatorian is the senior Honor Graduate with Distinction with the second highest class ranking as determined by the highest



cumulative weighted GPA at the end of the third nine weeks of the senior year. GPA will be calculated based upon student work submitted as of the last school day of the 3rd nine weeks. Transfer credit used for Valedictorian and/or Salutatorian will be accepted only from high schools accredited by an approved regional association as listed in Georgia State Board of Education Policy JBC(4). Furthermore, in order to be ranked number one and/or number two and to be considered for valedictorian or salutatorian, students must have completed their junior year of high school in the Lamar County School System and be enrolled and attending classes as a senior in Lamar County School System and/or its partners.

Any tie in selecting the valedictorian or salutatorian will be broken by using the NGA of the two students. The student with the highest NGA as of the last day of the 3rd nine weeks of the senior year will be ranked number one and the student with the next highest NGA will be ranked number two. If this is not successful in breaking the tie, the highest scores from nationally administered Scholastic Aptitude Test [highest recorded combined scores are allowed] will be used if available. After these tie breaking criteria have been used, and a tie still exists, the students will be named co-valedictorians with neither salutatorians nor co-salutatorians chosen. If the tie cannot be broken by the means listed, a committee will then determine the recipient of any scholarships or grants. The following criteria will be used by the committee:

1. The student enrolling in a public state college/university will receive the scholarship.
2. If this is not successful in breaking the tie, if one of the two students is the STAR student, the other student gets the scholarship.
3. If this is not successful in breaking the tie, a lottery format will be used.

**Top Trojan:** Top Trojan is an honor bestowed upon senior students based on their Academic Record. To be designated a Top Trojan the following criteria must be met:

1. The student is on track for graduation and is passing all courses.
2. The student scored a 1600 or higher (combined) on the SAT (or the ACT equivalent score of 24) or the student has one of the top 15 grade point averages entering their senior year.
3. The student has not missed more than 10 days of school within the previous 12 months (without prior authorization).
4. The student has not had more than two Level I referrals and no referrals for Level II-IV within the previous 12 months.
5. The student has met one of the following three conditions:
  - a. Scored a letter grade average of 'A' in an AP course or a numerical grade of '3' or higher on an AP exam.
  - b. Scored a letter grade average of 'A' in a dual enrollment or ACCEL course.
  - c. Scored in the 'Exceeds' category on all required Georgia Milestones exams.

**Seals on the Diploma:** Diplomas will contain distinguished seals for the Valedictorian and the Salutatorian; in addition, the designated industry seal will be used for those successfully completing a CTAE pathway.

## HOPE SCHOLARSHIP AND GRANT PROGRAMS

Georgia high school students may earn the HOPE (Helping Outstanding Pupils Educationally) Scholarship or the HOPE Grant. Both are administered by the Georgia Student Finance Commission (GSFC). The HOPE Scholarship and the HOPE Grant reward students with good grades with financial assistance in Georgia public colleges as well as many private and technical colleges and institutions in the state. The criteria for the HOPE Scholarship and Grant is set by the Georgia State Legislature and is based solely on a student's academic-course grade point average as calculated by the Georgia Student Finance Commission.

**IMPORTANT NOTE: HOPE Scholarship Rigor Requirements go into effect for students graduating from high school on or after May 1, 2015. In order to qualify for the HOPE Scholarship, students must receive credit in a certain number of courses that meet higher rigor standards. Courses that meet higher rigor standards include Advanced Placement Courses, ACCEL courses, and some advanced math courses. For more information contact the guidance office or the GSFC website, [www.georgiacollege411.org](http://www.georgiacollege411.org).**

## ACADEMIC – FINE ARTS LETTER

Academic letters are awarded to deserving individuals who have earned at least ten (10) points by participating in academic competitions with other GHSA/GATA schools. Competitions at the local level will not be considered. Students will receive one (1) point for participating in each RESA/GATA meet or in any other state competitions. Total team points are tabulated after the final RESA competition. If academic, literary, or fine arts competitors finish in one of the top three (3) three regional and/or state positions, participants will receive additional points as follows:

Participation—1 point; 3rd place—2 points; 2nd place—3 points; 1st place—4 points

## STUDENT RECOGNITION

Students who excel academically are recognized at the annual Honors Night program. Plaques and/or certificates are given to those who have particularly distinguished themselves. Teachers nominate candidates in each specific content area. The recipient is not necessarily the student with the highest grade average as other qualities and contributions are taken into consideration. Departmental teachers decide who receives awards. The department chair resolves any ties within the department.

## PARENTAL NOTIFICATION

**Automated Calling:** LCHS uses an automated calling system to notify parents of upcoming activities, important information, various notices, etc. Automated calls are programmed to occur during evenings and on weekends. Records of these contacts are maintained in the Guidance Office. Please make sure the school has current phone information.

**Failing and Borderline Students:** Teachers are required to notify parents and guardians if students are in danger of failing a class or are, in fact, failing a class. They are required to do this because students are more successful when teachers and parents work as partners. To facilitate this, parents are asked to keep telephone and address information current. Notification of failing grades will be done via teacher-parent telephone calls, progress reports, emails, and/or letters sent

to the home, as well as parent access to web-based grades. Failing or borderline students participating in extra-curricular activities will be affected by the “No Pass/No Participate” rule. See Participation in Extra-Curricular Activities.

**Progress Reports:** Teachers distribute progress reports to students at midterm between nine-week report cards. It is strongly encouraged that students and parents use these resources to determine what the students need to do in order to be successful with their high school course of study.

**Web Accessible Grades and Reporting Periods:** The high school’s grade reporting dates are posted on the system Academic Calendar at [www.lamar.k12.ga.us](http://www.lamar.k12.ga.us) and on the school web-site at <http://lamarcountyhigh.ga.lch.schoolinsites.com/>. Parents are encouraged to check frequently the web-based grading system at the Power School Parent Portal which provides parents access to student grades and attendance. Information concerning this service is distributed the first few weeks of school. Please contact the guidance office for login information.

## **PROGRAM OFFERINGS**

### Career, Technical and Agricultural Education (CTAE)

Lamar County College & Career Academy provides career & technical offerings to all high school students. These courses provide relevant, experiential learning in the following career fields: Business, Construction, Education, Health Science, Information Technology, and JROTC. The courses provide students with the knowledge and skills necessary for success in the 21<sup>st</sup> century.

### Honors

### Gifted

### Special Educational Services

### **Work-Based Learning**

A part of the CTAE program, Work-Based Learning provides students the opportunity to receive credit while working in an environment related to their career pathway. The program provides structured, age appropriate experiences which prepare them for post-secondary success in college or the work force. To qualify for a WBL placement, a student must be working toward a defined Career Pathway, be in grades 11 or 12 and at least 16 years old.

### **College Offerings**

Dual credit offerings are an opportunity for students to experience the rigor of college-level courses while enrolled in high school. Students may be able to earn dual credit, one credit at the high school level and one credit at the post-secondary level. Each program has specific guidance for eligibility and awarding credit. Several programs are regulated by state legislation and are subject to changes annually; be certain to learn the details from the guidance office or online at [www.gadoe.org](http://www.gadoe.org). Below are the college credit opportunities offered through LCHS. The guidance office can provide the latest information on all these offerings. *Students who wish to participate in college offerings for high school credit must declare their intentions by April 1<sup>st</sup> of the preceding school year.*

**ACCEL**

A program offered for academic-only, degree-level coursework for credit toward both high school and college graduation requirements. The student must apply and be accepted at the post-secondary institution.

**Advanced Placement**

Advanced Placement (AP) courses are college-level courses taken at LCHS by trained LCHS faculty.

**Articulated Credit**

Articulated credit instruction is received at the high school by a high school instructor. The credit is awarded by both the high school and the post-secondary institution when they have successfully completed identified academic and career-related courses leading to a diploma, certificate or degree.

**Dual HOPE Grant**

A program offered for technical coursework for credit toward both high school and Technical College requirements for a certificate or diploma program. The student must apply and be accepted at the post-secondary institution.

**Joint Enrollment**

A program offered to students who are enrolled in a post-secondary institution while in high school. The post-secondary credits are not earned at the high school level. The student must apply and be accepted at the post-secondary institution.

**Move On When Ready**

A program offered for 11<sup>th</sup> or 12<sup>th</sup> grade students who wish to be enrolled full-time at a post-secondary institution, earning credits toward both high school and college graduation requirements. The student must apply and be accepted at the post-secondary institution

**The Trojan Learning Center**

LCHS provides an alternative educational setting for students, for the purpose of academic recovery.

Students who wish to participate in Off-Campus Programs (ACCEL, Virtual School, Joint enrollment, or WBL) must declare their intentions by April 1<sup>st</sup> of the preceding school year. These programs fall under the same guidelines as all courses at LCHS including but not limited to: class transfers, dropping a class, athletic eligibility, attendance, and other governing policies. Students participating in approved off-campus programs, such as those listed below, must choose classes and class times that do not conflict with their class/test schedules or with other high school daily schedule changes, which take precedence over ACCEL or YAP schedules and/or commitments. Students must sign in and sign out of school following the procedure outlined in the EARLY DISMISSAL section.

**Students participating in Off-Campus Programs must adjust their off-campus schedules accordingly to coincide with modified bell schedules at the high school (Increased Learning Time, afternoon activity, etc).**

### **IMPORTANT TESTS:**

(Dates and applications for specific tests may be obtained in the Guidance Office.)

**Students are required to maintain appropriate test behavior and expectations while in any testing environment. This includes no talking, no writing of notes, and no personal electronic devices of any kind. Students are to give their complete attention to the test examiner and comply with all instructions and directions. Students who display irregular or inappropriate behavior during the administration of any test may have their test answer sheets invalidated and may, or may not, be allowed to participate in make-up exams.**

**ASVAB** – Although this is a military service vocational ability battery (test), taking this assessment does not commit a student to any military obligation. It benefits the civilian as well as the student considering military service. Scores can be converted to civilian aptitudes (determining possible professions). To test, students must be age 16 or over and classified as a 10<sup>th</sup>-12<sup>th</sup> grader. The ASVAB is administered each year.

**PSAT** – As preparation for the SAT, this test is given to all 10<sup>th</sup> graders. (Eleventh graders must have a PSAT or an SAT score to be considered for the National Merit Scholarship and Governor’s Honor’s Program.)

**SAT/ACT** – Usually taken during the 11<sup>th</sup> and 12<sup>th</sup> grades, these assessments are used for college acceptance. One of the two is required by most colleges.

**EOC – (Georgia Milestone)** End of Course Milestone exams are required in the following courses in order to receive course credit: 9<sup>th</sup> grade Literature/Composition, Biology, Physical Science, Economics, U.S. History, American Literature, Coordinate Algebra, and Analytical Geometry

When a new student enrolls from a non-public program, the school official must verify and document the accreditation of the non-public program. To earn credit for a course requiring an EOC Milestone, a student enrolling from a non-accredited program, including home school students, must take and pass the corresponding exam during the next available testing window. All students enrolling from a non-accredited program will be given an “Incomplete” for all courses needing the EOC Milestone. When the student takes the EOC Milestone, the “Incomplete” will be changed to the correct grade and credit will be given. If the student does not pass the exam, the student must enroll in the corresponding class and pass the course.

**EOC Milestone Absence/Behavior:** Students absent on the day of the main administration of the exam and from the subsequent make-up opportunities for the main administration will receive an “Incomplete” in the course[s]. After providing a valid excuse, the student may take the exam during the next testing window or will forfeit the opportunity for a make-up exam. Students

missing the next testing opportunity will receive a zero for the course and will have to repeat both the course and the test. Only under extreme documented circumstances should a student postpone testing to the third testing window (i.e. doctors' excuse required for medical reason, possible 504 needed). Students who display irregular or inappropriate behavior during the administration of an EOC Milestone may have their test answer sheets invalidated and may, or may not, be allowed to participate in make-up exams.

**End of Pathway (Program Concentration) Assessments:** The LCCCA offers End of Pathway Assessments for students who are Pathway Completers and wish to add this credential to their diploma. These assessments are directly related to industry validated standards.

**Semester and Year-End Exam Policy:** Semester and Year-End Exams are given in each class.

### **Student Learning Objective (SLO)**

Assessments are required in several courses for the school year 2014-15 and the years after. SLO scores will count 20% of the student's final course grade. SLOs are content-specific, grade level learning objectives that are measureable, focused on growth in student learning, and aligned to curriculum standards. As a measure of teachers' impact on student learning, SLOs give educators, school systems, and state leaders an additional means by which to understand, value, and recognize success in the classroom.

## **HOSPITAL-HOMEBOUND SERVICES**

Any student with a medically diagnosed physical condition restricting the individual to home or hospital for a period of time—thus significantly interfering with education—is eligible for hospital-homebound service. A medical referral form signed by a licensed physician must be on file stating that the student will be absent a minimum of ten (10) school days and is physically unable to participate in educational instruction. Verified hospital-homebound absences are not subject to the attendance policy.

## **ATTENDANCE POLICY**

Since regular school attendance enables each student to benefit best from the school program, excessive absence is discouraged. The principal of the school shall be responsible for investigating the reason a student is not in attendance and may refer the student to the school social worker for assistance with the problems that cause the absence.

No student, or group of students, shall be permitted to be at any place other than an assigned meeting place during the school day without approval of the school principal. Students must have written permission from parents and the principal's approval to leave the campus at any time between their arrival at and dismissal from school.

## **Student Attendance, Grades 9-12**

Students with accumulated absences of more than fifteen (15) days in any course within the academic year may not receive credit for that course. A student must be in class 40 minutes to be counted as present in that class. Students who arrive more than ten (10) minutes after class begins or who leave early more than ten (10) minutes before the end of class will be counted as tardy-absent and their presence will not be counted toward the required forty (40) minutes of seat time. After the fifteenth (15) absence, State Department of Education Regulations dictate that credit for the course work, regardless of grade earned or whether the absences are excused or unexcused, will be determined by an appeals board. Parents/guardians and students must file an appeal with the principal four (4) weeks prior to the end of the school year in question. If the sixteenth (16th) absence occurs anytime after that, the appeal must be completed immediately and no later than the last day of the student's school year. Appeal forms are available in the high school office. Tardies and early dismissals are subject to the regulations and procedures in the High School Student Conduct Code. Following are details related to tardiness.

### **Tardy to School**

#### **Expectations:**

- All students will arrive to school on time daily.
- Students must be in the classroom by 8:00 AM.
- Students arriving after the tardy bell but before 8:10 will report to the attendance clerk located in room 406E for a late pass. Students arriving after 8:10 will check in through the front office. Failure to follow proper sign-in procedure will result in disciplinary consequences.
- Tardiness will be excused for the following reasons: doctor's appointment, dental appointment, late bus, court appearance, or funeral.
- ***Official documentation for tardiness for the above reasons must be received within 24 hours of the check-in time or the tardiness will remain unexcused.***

#### **Consequences:**

1. 1-4 – Warning
2. For tardy 5 and 10, student will lose driving privileges for one week by turning in parking pass to SRO. [Warnings for tardies 6-9 and 11-14.] Beginning with tardy 15, student will lose driving privileges for remaining of year.
3. Counselor intervention and/or Parent Conference (optional)

### **Tardy to Class**

#### **Expectations:**

- Administrative minimum expectations: Students must be inside their classrooms before the bell begins to ring. Students entering class as bell rings or after it rings are tardy.
- The administration and staff may conduct **random hallway sweeps** throughout the year to ensure student safety and optimize classroom instruction.
- During these **hallway sweeps**, students who are late on the 3<sup>rd</sup> sweep (without a valid hall pass) will be subject to ISS or OSS.

**Consequences:**

1. 1-4 – Warning (Teacher contact with parent by 4<sup>th</sup> tardy.)
2. 5-9 – Educator’s handbook referral by teacher to administrator - Detention
3. Counselor intervention and/or Parent Conference (optional)
4. 10 or more – Educator’s handbook referral – 1 day ISS/OSS issued by the administration per incident – parent contact by administrator

Any student tardy to school or absent from school is encouraged to provide a written excuse upon his/her return. Parents will be notified in writing when or before a student has missed five (5) days, ten (10) days, fifteen (15) days, etc., from school. The principal may send a report to the School Social Worker to assist with students who have been absent ten (10) or more days. The Social Worker will provide interventions with the student and family to assist in the improvement of attendance. After the School Social Worker provides interventions and if the student’s attendance does not improve, the School Social Worker and the principal may refer the student to the Attendance Task Force, which is a function of the Lamar County Juvenile Court. Prior to referring a student to the Attendance Task Force, the School Social Worker must notify the Superintendent.

**Documentation:** Official documentation for absences to be considered excused includes, but is not limited to the following:

1. Physician documentation for medical or dental care
2. A serious illness or death in the immediate family
3. Religious holiday observed by the student’s faith
4. Pre-induction exam for service in the armed forces
5. Doctor, dental, or orthodontist appointments
6. Serving as a page of the Georgia General Assembly
7. Court Order
8. Other extreme emergency or hazardous situations approved by an administrator
9. Military Combat Duty Leave Act (up to five -5- days)

**Any student absent for illness more than five consecutive days must provide a doctor’s excuse upon their return to school.**

**Perfect Attendance:** To earn a perfect attendance certificate, a student must be in every class period each day of the school year.

**Post-Secondary School Visits:** Seniors may be allowed up to two days for college visits. For a visit to be counted as an NI (non-instructional day) and not as an unexcused absence, the student must obtain permission 3 days prior to the visit, return the completed post- secondary school visit form before leaving, and bring written documentation back from the school visit. The student is responsible for missed assignments on NI days.

**MAKE-UP WORK FOLLOWING AN ABSENCE**

**Students are responsible** for making up work upon returning to school from an absence (including those involving participation in school-sponsored extra-curricular activities). Arrangements must be made to complete the make-up work within 3 school days, or other time frame agreed upon by the student and teacher. Work not made up within this period may receive



failing grades. **Work that was previously assigned prior to the absence(s) is due on the first day back.** Counselors will assist in the procurement of work if a student is out sick more than 3 days but less than 10. Parents should contact the Guidance Department under these conditions. Teachers must be given 48 hours to prepare work. This is necessary so that the work is designed to replicate missed classroom instruction that must be mastered by the student without the benefit of the instructor.

**ATTENDANCE NOTIFICATION: (O.C.G.A. 20-2-690.1) Contact the system Social Worker/Attendance Officer to discuss this law and its consequences.**

- (a) Every parent, guardian, or other person residing within this state having charge of any child between the sixth and sixteenth birthdays shall enroll and send such child to a public school, a private school, or a home study program that meets the requirements for a public school, a private school, or a home study program; and such child shall be responsible for enrolling in and attending a public school, a private school, or a home study program that meets the requirements for a public school, a private school, or a home study program under such penalty for noncompliance with this subsection as is provided in Chapter 11 of Title 15, unless the child's failure to enroll and attend is caused by the child's parent or other person alone shall be responsible; provided, however, that tests and physical exams for military service and the National Guard and such other approved absences shall be excused absences. Nothing in this Code Section shall be construed to require a local board of education to assign a child to attend an alternative public school program rather than suspending or expelling the child.
  
- (b) Any parent, guardian, or other person residing in this state who has charge of a child or children and who shall violate this Code section 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, or any combination of such penalties, at the discretion of the court having jurisdiction. Each day's absence from school in violation of this part after the child's school system notifies the parent or other person who has charge of a child of 5 unexcused days of absence for a child shall constitute a separate offense. After 2 reasonable attempts to notify the parent or other person who has charge of a child of five unexcused days of absence without response, the school system shall send a notice to such parent or other person by certified mail, return receipt requested. Public schools shall provide to the parent or other person having charge of each child enrolled in public school a written summary of possible consequences and penalties for failing to comply with compulsory attendance under this Code section for children and their parents or other persons having charge of children. The parent or other person who has charge of a child shall sign a statement indicating receipt of such written statement of possible consequences; children who are age 10 years or older by September 1 shall sign a statement indicating receipt of such written statement of possible consequences. After reasonable attempts by the school to secure such signature or signatures, the school shall be considered to be in compliance with this subsection if it sends a copy of the statement, via certified mail, return receipt requested, to such parent or other person who has charge of a child. Public schools shall retain signed copies through the end of the school year.

- (c) Local school superintendents in the case of private schools or home study programs and visiting teachers and attendance officers in the case of public schools shall have authority and it shall be their duty to file proceedings in court to enforce this subpart.

**Juvenile Sub-Section 20-2-701.**

- (a) Local superintendents as applied to private schools and home study programs and attendance officers as applied to public schools, after written notice to the parent or guardian, shall report to the juvenile or other court having jurisdiction under Chapter 11 of Title 15 any child who is absent from a public or private school or a home study program in violation. If the judge places such child in a home or in a public or private institution pursuant to Chapter 11 of Title 15, school shall be provided.
- (b) Local school superintendents and attendance officers shall use their best efforts to notify any child 14 years of age or older who has only three absences remaining prior to violating the attendance requirements contained in subsection (a.1) of Code Section 40-5-22. Such notification shall be made via first class mail.
- (c) Local school superintendents and attendance officers shall report to the State Board of Education, which shall, in turn, report to the Department of Motor Vehicle Safety any child 14 years of age or older who does not meet the attendance requirements contained in subsection (a.1) of Code Section 40-5-22. Such a report shall include the child's name, current address, and social security number.
- (d) Subsections (b) and (c) of the Code Section shall not be effective until full implementation of the state-wide education information system.

**GEORGIA DRIVER'S LICENSE LAW**

Students may lose their driver's licenses if they drop-out or miss 10 or more days from school in the two consecutive semesters—the previous semester *and* the current semester. Students who violate the weapons/drug policies or assault a system employee may also be subject to losing their licenses. The school is legally obligated to notify the appropriate authorities in these cases. The school CERTIFICATE OF ATTENDANCE necessary to obtain a driver's license may be obtained from the high school office. **Students must request the form 48 hours in advance. A fee of \$2.00 will be charged.** Students must also have their ADAP certification to obtain a driver's license. The certificate is issued to those successfully completing the ADAP course during their required Health Course.

## SPECIAL EVENTS

### Activity Expectations and Requirements

**Assemblies:** Assemblies and pep rallies are held for several purposes: to instruct, to entertain, to honor, to promote school spirit, and to celebrate. Expectations of behavior depend upon the assembly's purpose. The members of the audience should respect the rights of the performer/speaker and be courteous at all times. Students are expected to follow assembly instructions as given to them by teachers or administrators; honor and respect the dignity of the program; and avoid talking, yelling, clapping or indicating approval/disapproval when such is not appropriate. Students should understand that there is a time to cheer and a time to listen, even at pep rallies.

**Field Trip Guidelines:** Students must attend school on a regular basis and follow school rules to participate in field trips. Participation in school activities and field trips are governed by school rules and are subject to co-curricular, extra-curricular, and field trip guidelines. Guidelines include being in good academic standing, being in good attendance standing, and being in good conduct standing, as well as owe no monies or fees to the school. Students will not be allowed to participate in field trips if they fail to return a completed permission/medical release form by the due date. Activity sponsors will provide further details after receiving administrative approval.

**Junior/Senior Prom:** Students who have been enrolled in high school for 3 years or are classified as juniors or seniors may attend the prom if they have paid their class dues and have purchased a prom ticket. Tickets cost \$50. Guests must be a *minimum of* 14 years of age and be in high school. Student dates must be no older than 20 on the day of the prom. In addition, date approval forms and/or attendee forms must be approved by the administration a minimum of two weeks prior to the date of the prom.

**Homecoming Representatives:** The student body selects female homecoming representatives. Homecoming escorts will be the representative's mother or father. Requests for other escorts must be approved by the administration or by the Homecoming Committee designated by the administration. Candidates for homecoming may not have had more than 2 Level I referrals and no referrals for Levels II-IV within the previous 12 months. The students must be in good standing—academic and attendance.

**Homecoming King:** Any senior male student in good academic, attendance, and behavior standing may run for Homecoming King. The Homecoming King is the male senior who raises the most money for his chosen high school club, organization, or designated course beneficiary and the cheerleading squad. Candidates for Homecoming King may not have had more than 2 Level I referrals and no referrals for Levels II-IV within the previous 12 months. These qualifications should be maintained throughout the school year.

**Class Officers:** The student body elects Class Officers. Applications to campaign for Class Office must be submitted by the announced due dates. Applicants must be approved prior to campaigning and qualifying for their names to be placed on the election ballot. Qualifications include that a student must be in good standing - academic and attendance - and have had no more than 2 Level I referrals and no referrals for Levels II-IV within the previous 12 months.

## **PARTICIPATION IN ATHLETIC OR OTHER ORGANIZED EXTRA-CURRICULAR/CO-CURRICULAR ACTIVITIES**

Students must be present four (4) full class periods in a day to be considered present and eligible to participate in extra-curricular activities, including participation in practice, unless prior approval has been granted by the principal. Students suspended from school, transferred to the Trojan Learning Center, or expelled may not participate until after the disciplinary period is completed. Students must be in good standing—disciplinary, academic, attendance, and financial—to participate. Good standing records accompany those students transferring from other accredited schools and are used to determine participation eligibility.

Furthermore, all students must meet Georgia High School Athletic Association (GHSA) eligibility or “on-track” requirements to participate in extra-curricular activities. Two important GHSA eligibility requirements are that a student be passing 5 out of 7 classes during the previous semester and be on track. On track is calculated as follows: first year students must have accumulated 5 credits by the end of the 1<sup>st</sup> year, second year students must have accumulated 11 credits by the end of the 2<sup>nd</sup> year, third-year students must have accumulated 17 credits by the end of the 3<sup>rd</sup> year in order to be eligible. The Athletic/Activity Director, and/or school counselors or coaches will check eligibility. Most activities require individual contracts and conditions for the sport or event. **Any dues or payment for the participation and equipment must be paid in full prior to any participation in extra-curricular activities, organizations and clubs.**

Candidates for, or students elected in, all extra-curricular, co-curricular, and/or student organizations are recognized as leaders and role models. Therefore, exemplary attendance as well as commendable conduct on and off school campus is expected by the school administration, faculty, staff, and fellow students. Illegal or inappropriate behavior will result in administrative action, which may include suspension, dismissal from appointed or elected position, and/or removal from participation.

**Extra-curricular activity participation requires that students be in good academic and attendance standing as well as owe no fees/monies.**

**FOR MORE DETAILED INFORMATION, RULES, AND REGULATIONS, PLEASE CONSULT THE ATHLETIC/EXTRA-CURRICULAR CODE OF CONDUCT MANUAL.**

**Clubs and Organizations:** Students are encouraged to join at least one of the school clubs. Because membership in too many clubs and activities might detrimentally affect instruction for some students, the following regulations have been set: Guidelines for the no pass/no participate policy will be enforced. No school club/organization or student shall participate in hazing or any type of initiation activity. Involvement in such activity shall be subject to disciplinary action by the administration (as prescribed by the state law). If parents wish to be informed of their child’s involvement in any club or organization, the request form located at the back of the handbook must be signed. All school rules remain in effect while the student is participating in club or organization meetings and activities.

**Competitive Interscholastic Activities and Contests:** Students participating in competitive interscholastic activities by the Georgia High School Association (GHSAA) must comply with all eligibility requirements including passing five subjects in the semester immediately preceding participation and be on track to graduate. These subjects must carry credit toward graduation or grade promotion. Students not meeting this requirement will be ineligible for one semester. Eligibility may be reinstated by successful completion of any extended instructional or credit recovery programs.

The Executive Committee of the GHSAA passed the following statement on sportsmanship: “Interscholastic athletics are an integral part of the educational curriculum and experience. High school athletics promote the character development of the participants, enhance the educational mission of schools, and promote civility in society. Therefore, student- athletes, coaches, spectators, and all others associated with high school activities programs should adhere to the fundamental values of respect, fairness, honesty, and responsibility. These values should be established as a priority among all GHSAA member schools.”

**A listing of clubs and organizations is located at the back of the handbook.**

## LCHS TROJAN EXPECTATIONS & STUDENT CODE OF CONDUCT

**Georgia Code Annotated** mandates that schools adopt a student Code of Conduct designed to improve the student learning environment by improving student behavior and minimizing student discipline issues. This Code of Conduct assists the faculty and administration in maintaining a satisfactory instructional setting as well as standardizing procedures for administering disciplinary actions. This code will apply to all LCHS students when they are under the supervision of LCHS employees. Students are subject to the Code of Conduct not only while at school during the school day but also when attending, traveling to, or participating in any school related activity, whether sponsored by the school or supported by private school organizations such as booster clubs, sports organizations, etc.

This document is not intended to be all-inclusive. The school Code of Conduct, in conjunction with the system Code of Conduct, will be used by school administrators after student(s) have unsuccessfully responded to teacher intervention. Effective instruction requires good order and discipline, which may be described as the absence of distractions, friction, and disturbances interfering with the effective functioning of the student, teacher, class, and school.

Students are required to be respectful to adults and other students. Incidents involving abusive language, shouting, or arguing with any student or adult will not be tolerated and may lead to a charge of disrespect. Student actions not listed which disrupt or interfere with the normal educational process, will be handled in a similar manner. Each teacher's classroom discipline plan outlines expected behavior and conduct. Rules, regulations, and due process are designed to protect all members of the educational community in the exercise of their rights and responsibilities.

Students are not to bring items to school or any school activity that resemble, or are constructed to resemble, items prohibited by law and by School Board policy. Students violating these rules may be charged as if they had possession of the actual item. Gross violations of the Code of Conduct or school rules as well as any action as unconscionable in nature as to shock the conscience can result in immediate suspension from school and a possible recommendation to the discipline tribunal.

**Authority of the Principal:** The principal is the designated leader of the school and, along with the staff, is responsible for the school's orderly operation. In cases of disruptive, disorderly, or dangerous conduct not covered in this Code, the principal may enact corrective measures which he or she believes to be in the best interest of the student(s) and the school involved. The authority of the principal extends the right to refuse to admit or to discipline any student who the principal believes is disruptive to the learning environment. The authority of the principal extends the right to refuse to admit or to discipline any student who has been arrested, charged, or convicted of a felony offense or of an offense which would be considered to be a felony if the student were an adult. This may also apply to students charged with an assault upon another student, a violation of the drug laws, or an act of sexual misconduct. Such students may be reasonably certain to pose a danger to students and staff or cause a substantial disruption to the educational climate. BOE Policy, Administrative Rule, Student Disciplinary Records and/or Principal Discretion shall be considered in all administrative decisions.

**Off Campus Behavior:** Non-School Sponsored off campus behavior that poses a potential danger to persons or property at school or that disrupts the educational process may result in punishment by school officials.

**Verbal Abuse:** Article 27 of Chapter 2 of Title 20 of the Official Code of Georgia Annotated, relating to loitering at or disrupting schools, prohibits the upbraiding, insulting or abusing of any public school teacher, public school administrator, or public school bus driver in the presence and hearing of a pupil while on the premises of any public school or school bus. Students who violate this law are subject to arrest for disturbing a public school.

## **GRIEVANCE PROCEDURES**

Students and or parents who wish to contest school policies and procedures should:

1. Conference with the *employee in question* to resolve the issue.
2. If the issue remains unresolved after the first meeting, a conference should be scheduled with an assistant principal of the school.
3. If the issue remains unresolved after the meeting with the assistant principal, a conference should be scheduled with the principal.
4. If the issue remains unresolved after the meeting with the principal, a conference should be scheduled with a system level administrator.

## **SCHOOL RESOURCE OFFICER (SRO)**

The SRO—a P.O.S.T. Certified Officer with at least two years experience in Law Enforcement—promotes good citizenship among students and staff; fosters an attitude of respect for the personal property rights of others; cultivates a spirit of law observance among students and staff; safeguards moral and physical welfare; and protects the physical properties of the School Board.

The SRO is not a school disciplinarian but is an extension of the principal's office for administrative control and assignment. However, the SRO will take action when the principal and/or the SRO believe that an incident is a criminal law violation under the following conditions:

- The SRO will coordinate actions with the Principal and/or designee for law enforcement cases of an immediate nature.
- All local law enforcement and state agencies conducting formal police interviews, interrogations, and arrests should contact the campus SRO who, prior to any such action, will immediately notify the principal or principal's designee. The SRO will advise these parties on school policies regarding these actions.

The SRO serves as a legal resource for students, providing them an opportunity to associate with a law enforcement figure in their own environment. The SRO is a resource for teachers, parents, and students. Individual conferences dealing with problems or questions, particularly in the areas of substance abuse may be scheduled through the SRO. The SRO will provide or assist in arranging transportation of disruptive/uncooperative students to their own homes or their parents' work places by request of an administrator.

## **RESPONSIBILITIES OF SCHOOL SYSTEMS REGARDING DISCIPLINE RECORDS AND STUDENTS CONVICTED AS FELONS (GA STATE LAW)**

- The School Principal has the authority to deny attendance to any student arrested, charged, or convicted of a felony.
- If a school administrator is informed that a student has been convicted of committing a designated felony act, the administrator must inform all teachers to whom the student is assigned.
- School administrators may report any alleged criminal action by a student to the appropriate law enforcement agency.
- Local boards of education may refuse to enroll or readmit any student who has been suspended or expelled for being convicted of, being adjudicated to have committed, being indicated for, or having information filed for the commission of any felony or delinquent act.
- Transfer students must present a certified copy of his or her transcript and disciplinary record from the school previously attended.
- A transfer student may be admitted on a conditional basis if LCHS is in receipt of the name and address of the school last attended and the signed authorization form for the release of all academic and disciplinary records from the last school attended. Parents must also state whether the child has ever been adjudicated guilty of the commission of a felony act and the date of adjudication, the jurisdiction in which such adjudication was made, and the sentence imposed.
- The parent will be notified when the records are transferred. The parent may request, in writing within ten days of receiving notice, a copy of such records and shall be entitled to receive them.
- Within five days after receiving the copy of the records, the parent may make written request for a hearing before the principal to challenge the contents of the records.
- Documents used to authorize the transmittal of records must include a list of designated felony acts. Parents must disclose whether the student is currently serving a suspension/expulsion from another school, the reason for discipline, and the term.
- All schools must provide complete record information to a requesting school within ten days of receipt of such request. Records not received within 30 days may result in student being administratively withdrawn and not allowed to attend LCHS.
- Superior courts must send written notice to the school superintendent in the system where a student is enrolled (or will be enrolled) when: (1) a person 17 years of age or older is convicted of a felony or (2) a person age 13-17 is convicted of or adjudicated delinquent of murder, voluntary manslaughter, rape, aggravated sodomy, aggravated child molestation, aggravated sexual battery, or armed robbery with a firearm. Schools may request further information from the file.

### **METAL DETECTORS AND SEARCHES**

LCHS reserves the right to use “walk-through” and “hand-held” metal detectors at any time during the school day or at any/all school function(s) including activities which occur outside normal school hours or off the school campus. Students are hereby notified that these metal detectors will be used without notice and at the discretion of the administrators.

**Care of School and Personal Property:** Students are responsible for the proper care of all books, supplies, equipment, and furniture supplied by the school. Students who disfigure property, break windows, paint graffiti, litter areas, or otherwise misuse or damage the school, personal property or equipment—including books—will be required to pay for damages as well as clean and/or replace the item. **Students should limit items brought to school to those items**



**necessary for school activities only;** thus, they are also discouraged from bringing large sums of money or other valuables. **The school is not responsible for personal items that are lost, stolen, or damaged.** Thefts should be reported to the School Resource Officer and to the front office.

**Search and Seizure Policies:** To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search students, personal effects, lockers, or student automobiles under the circumstances outlined below and may seize any illegal, unauthorized, or contraband materials discovered in the search.

- **Personal Searches:** A student's person and/or personal effects—purse, book bag, clothing, outer garments, etc.—may be searched whenever an administrator has reasonable suspicion to believe the student may be in possession of illegal or unauthorized materials. If a more in depth search of a person is conducted, it will be done privately by an administrator or school system resource officer of the same sex and will be witnessed by an adult of the same sex.
- **Locker Searches:** Student lockers are school property. School authorities have the right to conduct inspections of lockers at any time without notice, without consent, and without a search warrant to assure that items contained are related to the school program. The student assigned to the locker is responsible for the locker's contents and securing personal possessions and maintaining school property.
- **Automobile Searches:** Students must register their vehicles and display the appropriate permit to park on campus. The school retains authority to conduct patrols of parking lots and inspections of the automobiles' exteriors. The interiors of students' vehicles may be inspected or searched whenever a school authority has reasonable suspicion to believe that illegal or unauthorized materials are contained inside. Patrols, inspections, and searches may be conducted without notice, without student consent, and without a search warrant.
- **Seizure of Illegal Materials:** If a search yields illegal or contraband materials, such findings shall be turned over to the legal authorities for ultimate disposition.
- **Use of search dogs:** Trained search dogs may be used to search vehicles, lockers, and equipment – not persons.

### **SCHOOL SAFETY ZONE**

It shall be unlawful for any person to carry or possess or have under such person's control any weapon or explosive compound while within a safety zone (all property in, on, within 1,000 feet of any real property owned by or leased to any public or private elementary school, secondary school, school board and used for elementary or secondary education) or at a school building, school function, or school property or on a bus or other transportation furnished by the school. Any person who violates this subsection shall be guilty of a felony and, upon conviction thereof, be punished by a fine of not more than \$10,000.00, by imprisonment for not less than two nor more than 10 years or both.

**Criminal Penalties for Sex and Other Crimes:** As dictated by state law, we are required to encourage parents to discuss with their son or daughter that certain crimes and offenses committed by their son or daughter, regardless of age, are subject to fines and imprisonment. These include but are not limited to criminal penalties for unlawful sexual activity, fighting, weapons possession, drugs, as well as assault and battery. Please contact your local law enforcement agency for additional information.

**State of Georgia’s Sex Offender Law:** This law requires convicted sex offenders to remain a minimum of 1000 feet away from all school bus transportation stops. To report a violator or to request more information, please contact a local law enforcement agency.

**Video Surveillance:** A video surveillance system is utilized to maintain order and discipline on school property and in school vehicles.

**Fire/Emergency Drills:** Fire and/or emergency drills will be conducted throughout the school year and should be respected for protection of life. Instructions are posted in each room; teachers will inform students of proper, protective procedures. All drills are to be conducted as if there is an actual emergency.

### **SPECIFIC LCHS POLICIES and PROCEDURES**

(Arranged alphabetically; not all inclusive)

**Book-bags:** *Students are not permitted to carry book-bags after the first tardy bell.* All book bag types, including drawstring sacks and purses or bags large enough to carry textbooks, are prohibited and will be confiscated immediately if a student attempts to use them during the school day. Any student repeatedly violating this policy may be subject to disciplinary action. Students should store book-bags and similar items in their locker for safekeeping as soon as they are released to first period in the morning. Care should be taken to properly store the bag so as not to jam the locker as this causes damage. Students will be assessed damage fees accordingly. Students bringing bags for extra-curricular events need to take them directly to their sponsor or coach’s room or office before school.

### **CAFETERIA POLICIES**

**Cafeteria Conduct:** Students shall not run to lunch, break in line, or engage in horseplay. Students must return trays, trash, and utensils to the service area. Students should speak in normal voice tones while in the cafeteria. Students must clean up their areas, put up their own trays, properly dispose of trash and leave tables and chairs in an orderly arrangement.

**Breakfast Procedures:** Upon arrival, first-load bus riders should report to the cafeteria. Students must adhere to dress-code guidelines. When directed to do so, those choosing not to eat breakfast are to await the first bell in the gym. Only those purchasing and eating breakfast may remain in the cafeteria. Students desiring to eat should immediately get in line, obtain their food, and sit in the designated area. Upon finishing, students are to clean the area and dispose of trash. Students are to remain in the cafeteria until the bell rings to go to first period. The breakfast line closes approximately 5 minutes before the first bell.

**Lunch Rules:** Food and drinks are permitted in the cafeteria only. All food and/or drinks should be consumed in designated areas—the lunchroom and the courtyard— before, after, and during the school day. Vending items not purchased in the cafeteria must be consumed in the courtyard or other outdoor areas.

**Food and Drink Policies—Students are not allowed to leave campus for lunch. Students may bring a lunch from home but may not send out for lunch or accept delivery of food from off campus.**

**Important Notices:**

- Students may not have energy drinks on campus.
- Glass bottles are prohibited.
- Drinks may not be stored in lockers. Students may, however, store lunches in their lockers but only in closed containers.

**COMPUTER USE**

Computers and the Internet are to be used for educational purposes, not for personal communication or for entertainment. The content of information accessed should be closely related to the educational curriculum of the schools. Access is a privilege, not a right, and will be governed by the following procedures and regulations:

1. Acceptable Use Policy (AUP) contracts—between student and parent as well as between visitors and the school—must be signed by anyone accessing the Internet.
2. Students may access the Internet only through classroom, lab, or media center computers and only if they have signed AUP contracts on file. Contracts are maintained in students' cumulative files.
3. Computer training will be provided for students in the use of the Internet and regarding the content of this policy. Training will be conducted by school-level staff or by the supervising teacher. Students may be trained more than once.

Continuous violations of the AUP will result in loss of computer privileges for a minimum of 4 weeks and a maximum of the remainder of the school year in accordance with the policies contained herein. Loss of computer privileges at school does not relieve or excuse a student of assigned tasks requiring computer use. (The complete AUP policy rules and regulations may be requested at any time and are also available on the school system's website.)

**LATE SIGN-IN AND EARLY SIGN-OUT PROCEDURES**

**Late arrival and early dismissal impacts required course seat time. See the attendance section as well as the instructional time section for more information.**

**Late Sign-In:** Students who arrive at school after the tardy bell must go to the attendance office to sign in. Students arriving after first period must go directly to the front office to sign in. Students will receive a tardy tracking slip which is required for admittance to class. Students will receive consequences for excessive tardies. Students who return to school after being checked out must report directly to the front office.

**Early Dismissal**

1. Students should bring all early-dismissal notes to the office before school. Notes must include the following: the reason for signing out, the time of the sign out, a parent's signature with a phone number where the parent may be reached. Parents may also inform the school in person of the reason for and time of the sign-out. A phone call from an adult is not acceptable. See STUDENT HEALTH regarding early dismissal for sicknesses.

2. The student's dismissal time and whether the absence will be excused will be printed on the daily report. Excusable reasons for early dismissal are the same as for absences. Any student requesting early dismissal for any reason that is not an excused absence will not be allowed to return to school that day.
3. **STUDENTS ARE NOT ALLOWED TO WAIT IN THE OFFICE OR OUTSIDE THE SCHOOL FOR A PARENT TO PICK THEM UP. STUDENTS MUST STAY IN CLASS (OR THE CLINIC) UNTIL SIGNED OUT BY A PARENT.**
4. Students will be released to parents or other adult(s) only if those individual(s) are named on the student data card as having permission to pick up the student. Photo ID may be required.

### **Students Participating in Off-Campus Programs:**

All students participating in Off-Campus Programs (ACCEL, YAP, etc.) must park in the designated area. At sign-out time, they are to report to the LCCCA, sign out, be out of the building within 5 minutes of dismissal, and be off campus within 10 minutes of dismissal. If a student returns to campus, he or she must sign in at the front office. Daily early dismissal may be granted only to students in the supervised off-campus/work/study program, or seniors with administrative approval. Students remaining on campus during off-campus/ work-study periods must remain in the assigned area the full class period(s). Students participating in such programs must modify their off-campus schedules accordingly to coincide with modified class schedules at the high school.

### **OFF LIMITS AREAS**

- Students are not to arrive on campus before 7:15. Upon arrival, students must report to the cafeteria, gym, or other announced area. Those arriving after the tardy bell are to report to the office. Students who arrive within the first 10 minutes of class will be counted Tardy/Present. Students who arrive after the first 10 minutes of class will be counted Tardy/absent. For rules regarding excused or unexcused tardies and absences, see Attendance and Instructional Time.
- Lockers are off limits prior to the morning release bell and during the lunch period.
- During lunch, students are permitted in the cafeteria or the courtyard only; they may use the restroom facilities at the end of the 200 hall (nearest to the cafeteria).
- Students are not to be in a classroom, an office, the media center, any lab, the gym or in the weight room unless previously authorized *and* a teacher is present.
- Students are not permitted in the parking lot during school hours without a pass from an administrator.
- Bus riders may not be in the student parking lot or in back of the school.
- Car riders use the student parking lot in the rear of the building for student drop off prior to the 7:50 bell. After the tardy bell, students should be dropped off in front of the school. In the afternoon, students who ride in a car should be picked up in the student parking lot within the first 15 minutes of dismissal. Those students not picked up within the first fifteen minutes will be directed to the front of the school to wait for their transportation. The bus loading area, the student parking lot, and the teacher parking area are all off limits other than the times listed above.
- No student cars are to be parked anywhere other than the student parking lot or designated Off-Campus Program parking area.
- Students must go promptly to their departure area after school and leave campus as soon as possible. Unless under direct supervision of a school employee, students may not be in the

building(s) 10 minutes after the dismissal bell. Those participating in after-school activities must be in their after-school activity area by 10 minutes after the dismissal bell. Students must be off campus or have relocated to the front of the building within 15 minutes of the dismissal bell.

- Students may not leave during the day. Drivers may lose parking privileges and incur other disciplinary penalties for leaving campus with or without other students.

**CLOSED CAMPUS:** LCHS operates a closed campus. Students must remain on the school grounds from the time of arrival, (even if class has not started), until the time of dismissal. Students leaving the school grounds must sign out through the office. Upon return to the campus, students will be expected to sign in through the main office.

### **PASSES: HALLWAY AND MEDIA CENTER**

**Hall Passes:** Students should remain in class for the total class period. **Students should not be allowed to leave class except in an emergency. Teachers have the authority to determine if an emergency exists.** In case of an emergency, the teacher will issue a hall pass. Teachers have the authority to assign an appropriate disciplinary action, including detention or disciplinary referral for abuse of hall pass privileges.

**IMPORTANT: Students without passes will be treated as though they are skipping class.**

**Hall Traffic:** Walk on the right side of the hallway. Do not block traffic by standing in groups, loitering against the walls, or in the halls. Be considerate of others by moving through the halls quickly and quietly. Students should use a conversational tone of voice, not make excessive or loud noises, or engage in horseplay during class changes.

**Media Center Passes:** Students coming from class need a pass with the time, date and signature of the classroom teacher. Students must sign in at the circulation desk and present the pass upon arrival. Students leaving the media center before the end of a period in order to return to class must have their passes signed by the media staff and verified by their classroom teacher

### **HONOR CODE PLAGIARISM/CHEATING/COPYING**

Students must demonstrate honesty and ethical choices when fulfilling academic obligations. The LCHS HONOR CODE (Plagiarism/Cheating/Copying Policy), contained herein, is intended to make students and parents aware of the need to ensure the academic integrity of each student's work. Student and parents are required to acknowledge receipt and understanding of the Plagiarism/Cheating Policy with their signatures on the Handbook Acknowledgement page.

**PLAGIARISM** is the intentional or unintentional use of another person's ideas, opinions, spoken or written words, or theories in one's own work without clearly and accurately acknowledging the source of the information. Plagiarism occurs when one submits work for a paper, speech, project, or presentation that has been written or spoken by someone else (including another student); purchased, retrieved, or copied from electronic sources; or summarized or paraphrased from other print or non-print sources that have not been appropriately identified and cited. When a student knowingly submits someone's work as his own, he or she is guilty of intentional plagiarism. When a student fails to acknowledge the source of information resulting from oversight or ignorance, or fails to provide accurate reference data for the source of information, he or she is

guilty of unintentional plagiarism. Regardless of intent, plagiarism is dishonest and unethical.

### ***Consequences for Violations of the LCHS Plagiarism Policy***

Both intentional and unintentional plagiarisms are violations of the LCHS Plagiarism Policy; the penalty for this violation is an initial grade of 0 for the assignment, as well as In-School Suspension at the discretion of administration. Student must complete work as assigned at a time scheduled outside of the regular classroom instructional time.

Any student guilty of intentional plagiarism may be disqualified from receiving Honor Graduate distinction, Senior Superlative honors, or membership in any school honor society, as well as from holding a class or school-wide office or participating in any co- curricular and extracurricular activities.

**CHEATING:** A student is guilty of cheating if he or she takes answers while in class or outside of class from another student's paper or work, including homework, class work, projects, electronic documents or files, quizzes and/or tests or secures the answers through unauthorized sources. Students allowing others to cheat are guilty of cheating as well. For essays or research papers, refer to the plagiarism policy above. The submission of another person's work as one's own is an academic violation for which the violator will receive a grade of 0 for the assignment (Discipline Code of Conduct 2:20).

**Semester and final exams: Students are, as always, encouraged to do their best. Because of the additional grading weight that these exams carry, the penalty for cheating is also greater. Those violating the cheating policy during examinations will receive both a grade of 0 as well as In-School Suspension.**

**Georgia Milestones and SLOs: Please refer to the testing section of this handbook for more information regarding consequences related to standardized testing.**

**COPYING:** Copying is cheating or plagiarism. A student is guilty of copying if he or she takes information from another student's paper or work —homework, class assignment, electronic file copy, etc. Students allowing others to copy are guilty as well. For essays and/or research papers, refer to the plagiarism policy above. The submission of another person's work as one's own is an academic violation for which the violator will receive a grade of 0 for the assignment.

## **REPRODUCING SCHOOL-OWNED MATERIALS**

You may reproduce single copies of the following:

- A chapter of a book or an article from a periodical.
- A short story, short essay or short poem, whether or not from a collective work.
- A chart, graph, diagram, drawing, cartoon or picture from a book or periodical.

You may reproduce multiple copies of the following:

- A complete poem if less than 250 words.
- An excerpt from a longer poem, but not to exceed 250 words.
- A complete article, story or essay of less than 2,500 words or an excerpt from a larger printed work which must not exceed 10% of the whole, whichever of the preceding is less.

Limited/Prohibited:

- Copying a “consumable” work (i.e. workbooks, exercises, standardized tests, test booklets and answer sheets) is absolutely prohibited. Check with the media specialist with questions about copying information or copyright laws.

### **DISCIPLINE CODE OF CONDUCT: LEVEL I**

**LEVEL I** discipline is used for minor acts of misconduct which interfere with orderly school procedures, school functions, extra-curricular programs, approved transportation, or a student’s own learning process. Students may be disciplined by the staff member involved or may be referred directly to the principal.

- 1.1 Distraction of other students—any conduct and/or behavior which is distracting to the orderly educational process in the classroom or any other instructional setting
- 1.2 Participation in a prohibited organization—includes supporting or furthering the cause of fraternities, sororities, secret societies or any group or organization, either on campus or off campus, whose activity or proposed activity is disruptive to the orderly educational process. This would include individuals whose purpose is to disrupt or disturb the ability of any student, teacher or administrator to receive or deliver the highest degree of educational opportunity.
- 1.3 Biting
- 1.4 Disruptive Behavior—conduct and/or behavior which is disruptive to the orderly educational process in the classroom or any other instructional setting; includes minor verbal altercations
- 1.5 Excessive tardiness—repeatedly reporting late to school or class.
- 1.6 Intentional and/or non-direct use of profane, offensive or obscene language
- 1.7 Non-conformity to dress code after the 1<sup>st</sup> offense
- 1.8 Minor disruption on a school bus
- 1.9 Public display of affection
- 1.10 Unauthorized absence from class while on campus
- 1.11 Continued refusal and/or failure to complete class assignments
- 1.12 Continued failure to carry correspondence home, failure to obey directions in hallways, assemblies, etc.
- 1.13 Theft up to \$20.00
- 1.14 Littering of school property
- 1.15 Distribution or display of printed materials on school property or at a school activity without the approval of the principal or his/her designee
- 1.16 Offensive touching of another student (not including of a sexual nature)
- 1.17 Leaving class without teacher permission
- 1.18 Habitual breaking lunch line
- 1.19 Minor parking violations
- 1.20 Leaving campus without signing out properly and returning to campus without signing in properly
- 1.21 See ELECTRONIC DEVICE POLICY section.
- 1.22 Horse play/rough play
- 1.23 Loitering on any school property
- 1.24 Possession of prescription or over the counter drugs
- 1.25 Failure to serve after school detention or other minor disciplinary action
- 1.26 Soliciting, procuring, causing, encouraging, aiding, abetting or assisting another to commit any of

the foregoing offenses

1.27 Incivility the quality or condition of being uncivil; discourteous behavior or treatment. An uncivil act.

1.99 Any other violation which the principal may deem reasonable to fall within this category after consideration of extenuating circumstances

### **DISCIPLINARY ACTIONS-LEVEL I OFFENSES**

Consequences for Level I may include in-school conference and/or parental contact when warranted. Circumstances may warrant disciplinary action as outlined under subsequent offenses, including but not limited to those listed in the next paragraph.

**Subsequent Offenses:** In-school disciplinary action such as administrative warning, detention, completion of extra academic assignments, work assignments before or after school, in-school suspension, out of school suspension or other reasonable disciplinary action is at the discretion of the principal or his/her designated person(s). Special circumstances as well as habitual violators or violations may warrant a recommendation to the Superintendent for an alternative educational program apart from the normal setting.

### **DISCIPLINE CODE OF CONDUCT: LEVEL II**

**LEVEL II** disciplinary offenses are intermediate acts of misconduct, requiring administrative intervention. These acts include, but are not limited to, repeated, but unrelated, acts of minor misconduct and misbehaviors directed against persons or property but which do not seriously endanger the health, safety or well-being of others. Consideration of necessary behavior support services should be given, if not already provided.

- 2.1 Disrespect—Disrespect or repeated refusal to comply with directions by a Lamar County School employee
- 2.2 Defiance of Board of Education employee’s authority—any verbal or non-verbal refusal to comply with a lawful direction or order of a Board of Education employee
- 2.3 Leaving campus without permission or transporting students off campus without permission
- 2.4 Harassment or intimidation—the threatening, stalking, teasing, taunting, or seeking to coerce or compel a person to do something; engaging in verbal or physical altercations or conduct that threatens another with harm, including intimidation through the use of words, epithets or slurs involving race, ethnicity, national origin, religion, religious practices, gender, sexual orientation, age, or disability that disrupts the educational process
- 2.5 Unsafe and/or unlicensed driving on school property or other violations of the school parking and driving rules
- 2.6 Vandalism/Criminal Mischief—intentional and deliberate action resulting in injury or damages of less than \$200 to public property or the real or personal property of another
- 2.7 Stealing-Petty Theft—taking and/or carrying away of property valued at less than \$50 belonging to or in lawful possession or custody of another
- 2.8 Gambling/Possession of Gambling Device—the possession of any device or item which can be used to promote or facilitate gambling; the intentional, unlawful participation in gambling activities involving less than \$100
- 2.9 Possession of stolen property with the knowledge that it is stolen
- 2.10 Theft of lost property—activity obtaining or exerting control over the property of another which is



known to have been lost or mislaid, and failing to take reasonable measures to discover and notify the owner or proper authority

- 2.11 Threats/Harassment/ Intimidation or Extortion**—verbally or by written or printed communication, threatening an injury to the person, property or reputation of another. This may include the intent to extort money or any pecuniary advantage whatever, or with the intent to compel the person so threatened, or any other person, to do any act or refrain from doing any act against his/her will. Note: Completion of the threat, either by the victim’s complying with the demands or the carrying out of the threats against the victim, constitutes a Level III or IV offense.
- 2.12 Trespassing**—willfully entering or remaining in or on any structure, conveyance or property without being authorized, licensed or invited, or having initially been authorized, licensed or invited, having been warned by an authorized person to depart and refusing to do so; unauthorized presence, entering or remaining on public school property or attending any school related activity while under any kind of home suspension, expulsion or alternative school assignment. Students are eligible to resume activities when a punishment has ended or his/her graduating class has matriculated.
- 2.13 Possession of obscene, pornographic, and/or offensive materials**
- 2.14 Use of obscene and/or offensive manifestations (verbal, written, gesture) directed toward another person and/or offensive manifestations (verbal, written, gesture) which are deemed to create a hostile environment**
- 2.15 Truancy**
- 2.16 Possession of obscene, pornographic, and/or offensive materials on electronic devices**
- 2.17 Possession and/or use of matches or lighter**
- 2.18 Possession of tobacco products**
- 2.19 Possession of vapor cigarettes or the like**
- 2.20 Forgery pertaining to school businesses or school activities**
- 2.21 Simple assault**—intentionally touching or striking another student against his/her will or without his/her consent
- 2.22 Honor Code - See PLAGIARISM/CHEATING/COPYING section.**
- 2.23 Inappropriate use of computers/technology**—See COMPUTER USE section. Use of technology resources to:
- Send, display, or download offensive messages or pictures
  - Harass, insult or attack others
  - Use obscene, profane, discriminatory, threatening, or inflammatory language
  - Violate copyright laws
  - Use other users file folders, work, or password
  - Intentionally waste limited resources
  - Participate in on-line chat rooms without permission of LC School employee
- 2.24 Intentionally providing false information to a school board employee, including, but not limited to, student information data and the concealment of information directly related to school business; forgery, alteration, or misuse of any schools document, record, or instrument of identification**
- 2.25 Intentionally by-passing network, filtering and security to visit non-educational sites**
- 2.26 Soliciting, procuring, causing, encouraging, aiding, abetting or assisting another to commit any of the foregoing offenses**
- 2.27 Participation in a prohibited organization**—participating, supporting, or furthering the cause of fraternities, sororities, secret societies or any group or organization, either on campus or off

campus, whose activity or proposed activity is disruptive to the orderly educational process. This would include individuals whose purpose is to disrupt or disturb the ability of any student, teacher or administrator to receive or deliver the highest degree of educational opportunity.

- 2.28 Consensual acts of affection that are deemed sensual in nature (caressing, fondling, french-kissing, etc.)
- 2.29 Physical altercations that stop short of students willfully and intentionally hitting- punching one another with the intention of causing physical harm.
- 2.30 Incivility the quality or condition of being uncivil; discourteous behavior or treatment, an uncivil act or blatant disrespect.
- 2.99 Any other offense which the principal may deem reasonable to fall within this category after consideration

### **DISCIPLINARY ACTIONS-LEVEL II OFFENSES**

Consequences include but are not limited to in-school suspension, extended work assignments before or after school, and/or out of school suspension. Other reasonable disciplinary actions as deemed appropriate by the principal. Additional disciplinary action for such offenses as well as habitual violators or violations will be suspension, referral to the tribunal and/or recommendation for expulsion by the principal as authorized in the expulsion procedures. Pending final determination of the matter by the tribunal or by the Board of Education, the student may be offered the opportunity to attend an alternative educational setting.

**Note: Commission of Level II, Level III, and/or Level IV offenses may constitute a violation of criminal laws established by Local, State, and Federal government, and will be reported to the appropriate authorities. Parents and guardians are encouraged to inform their children of the consequences, including potential criminal penalties, of underage sexual conduct and crimes for which a minor can be tried as an adult.**

### **DISCIPLINE CODE OF CONDUCT: LEVEL III**

**LEVEL III** disciplinary offenses are serious acts of misconduct including, but not limited to, repeated misbehavior that is similar in nature, serious disruptions of the school environment, threats to health, safety, or property and other acts of serious misconduct. These offenses must be reported to the principal. Offenses that threaten the health, safety, or well-being of others may result in immediate suspension of the student from the school and/or school-sponsored activities for up to three school days pending disciplinary investigation of the allegations. Student and parent/guardian participation in a conference with the principal is an element of all discipline actions in this category, even if such a conference has previously occurred. Initiation of necessary behavior support services should be given, if not already provided.

Due process procedures required by federal and state law will be followed. These may include such procedures as the school disciplinary tribunal and/or procedural safeguards provided by the 1997 Individuals with Disabilities Education Act.

- 3.1 Fighting—the initiation of and/or participation in any physical conflict between individuals
- 3.2 Provoking, agitating, and/or inciting a fight/confrontation
- 3.3 Possession of teacher property

- 3.4 Use of obscene, threatening, harassing, and/or offensive manifestations (verbal, written, gesture) directed toward a school board employee
- 3.5 Malicious vandalism/ Criminal mischief—intentional and deliberate action resulting in injury or damages of more than \$200.00 to public property or the real/personal property of another
- 3.6 Robbery—the taking of money or other property which may be the subject of larceny from the person or custody of another by force, violence, assault or instilling the fear of same
- 3.7 Stealing-Larceny-Grand Theft—the participation in and/or the intentional, unlawful taking and/or carrying away of money or other property valued at more than \$50 belonging to or in lawful possession or custody of another individual
- 3.8 Gambling—the intentional, unlawful participation in gambling activities involving amounts of \$100 or more Possession of firearms—“Firearm” is defined as any firearm (including a starter gun) which will, or is designed to, or may readily be converted to, expel a projectile by the action of an explosive or any other means, the frame or receiver of device, any replica of a firearm or a replica of any other instrument or object which may be used as weapon.
- 3.9 Unauthorized 911 calls
- 3.10 Threats of Death or Serious Bodily Injury—the verbal or written communication of a threat to kill or do serious bodily injury to another person
- 3.11 Offensive touching of another person
- 3.12. Sexual Harassment
- 3.13 Drugs, Imitation Controlled Substances, Alcohol and/or Intoxicating Inhalants— admission of and/or being under the influence of and/or unauthorized possession or use of drugs, imitation controlled substance, drug paraphernalia, alcoholic beverages and/or intoxicating inhalants (Refer to US Code of Controlled Substance) Communication of the intent to buy, sell, or exchange drugs, imitation controlled substance, alcohol, and/or intoxicating inhalants
- 3.14 Written or verbal propositions to engage in sexual acts
- 3.15 Aggravated Assault—intentionally causing bodily harm, disability or permanent disfigurement by use of a weapon or any instrument that could be considered a weapon
- 3.16 Explosives—preparing, possessing, or igniting explosives on the Board of Education’s property
- 3.17 Possessing and/or igniting fireworks, firecrackers or smoke bombs, stink bombs or committing any act which could disrupt the educational environment or process
- 3.18 Use of Tobacco Products
- 3.19 Unjustified activation or tampering with fire alarm system, fire extinguishers, security alarm system, or other safety equipment
- 3.20 Inciting or participating in student disorder—leading, encouraging or assisting in activities or disruptions which result in destruction or damage of private or public property or personal injury, and/or the disruption of school business or educational process
- 3.21 Violations of the conditions of Disciplinary Probation including failure of a drug test
- 3.22 Use of obscene and/or offensive manifestations (verbal, written, gesture) directed toward a Board of Education employee or volunteer and/or use of offensive manifestations (verbal, written, gesture) which are deemed to create a hostile environment including racial comments
- 3.23 The completion of a threat to injure a person, property, or reputation of another individual
- 3.24 Consensual acts of physical stimulation or gratification.
- 3.25 Incivility the quality or condition of being uncivil; discourteous behavior or treatment or an uncivil act with blatant disrespect that interrupts the flow of a normal school day.
- 3.99 Any other offense which the principal may deem reasonable to fall within this category after consideration

### **DISCIPLINARY ACTIONS-LEVEL III OFFENSES**

**Consequences include in-school suspension, out-of-school suspension, referral to a tribunal and/or recommendations for expulsion** by the principal as authorized in the expulsion procedures. Pending final determination of the matter the student may be offered the opportunity to attend an alternative educational replacement. All violations are also subject to referral to legal authorities.

### **DISCIPLINE CODE OF CONDUCT: LEVEL IV**

**LEVEL IV** disciplinary offenses are the most serious acts of misconduct. These offenses must be immediately reported to the principal. These violations are so serious that they may require use of outside agencies and/or law enforcement. Such acts may also result in criminal penalties being imposed. Any misconduct that threatens the health, safety, or well-being of others may result in immediate suspension of the student from the school and/or school-sponsored activities for up to three school days, pending disciplinary investigation of the allegations. Student and parent/guardian participation in a conference with the principal is an element of all discipline actions in this category, even if such a conference has previously occurred. Initiation of necessary behavior support services should be given, if not already provided. Due process procedures required by federal and state law will be followed. These may include such procedures as the school disciplinary tribunal and/or procedural safeguards provided by the 1997 Individuals with Disabilities Education Act.

- 4.1 Arson—the willful and malicious burning of any part of School Board property
- 4.2 Assault upon School Board employee—the unlawful and intentional touching or striking or an attempt to touch or strike a School Board employee against his/her will or the intentional causing of bodily harm to a School Board employee
- 4.3 Drugs, Imitation Controlled Substances, Alcohol and/or Intoxicating Inhalants— admission of and/or being under the influence of and/or unauthorized possession, transfer, distribution, use or sale of drugs, imitation controlled substance, drug paraphernalia, alcoholic beverages and/or intoxicating inhalants. (Refer to US Code of Controlled Substance.)
- 4.4 Bomb Threats/False Reports—any communication(s) or attempt to communicate concerning the Board of Education’s property which has or could have the effect of interrupting the educational environment or process; Falsely reporting an incident with the knowledge that the information reported, conveyed or circulated is false; Initiating or circulating a false report or warning of an alleged occurrence or impending occurrence of a fire, bomb, explosion, crime, catastrophe, or any emergency under a circumstance in which it is likely to cause fear, evacuation of a building, place of assembly, or transportation facility, or to cause public inconvenience or alarm, or to interrupt the educational environment or process
- 4.5 Possession of Weapons—a knife, metallic knuckles, chemical weapon or device, or any other weapon, instrument, object or other weapons defined by code section (O.C.G.A § 16-11-127.1). Possession of a chemical or chemical imitation which could be used as a weapon or otherwise cause or inflict fear, harm or damage to property or person; Discharging of any pistol, rifle, shotgun, air gun or any other device
- 4.6 Damage computer systems, software/programs, or computer networks (this includes changing workstation or printer configuration.)

- 4.7 Gang Graffiti or Paraphernalia, Gang or Gang-like fighting—possession, transfer, distribution, or use of written material, drawings, signs, or other materials related to or used in gang activities. Gang related slogans, names, apparel, etc. are not permitted on any school campus or at any school related activity
- 4.8 Injuring a School Board employee who is carrying out his professional duties
- 4.9 Sexual acts—including, but not limited to, battery, intercourse, oral sex, attempted rape, or rape
- 4.10 Extortion or threat—completion of a threat or extortion, either by the victims complying with the demands or the carrying out of the threats against the victim
- 4.11 Inciting or participating in a terrorist act—leading, encouraging or assisting in activities or disruptions which result in destruction or damage of private or public property or personal injury, and/or the disruption of school business or educational process
- 4.99 Commission of any act which constitutes a criminal offense under the Code of Student Conduct and which in the principal’s opinion warrants disciplinary action authorized for a LEVEL IV offense

**DISCIPLINARY ACTIONS-LEVEL IV OFFENSES**

The disciplinary action for such offenses will be a referral to a tribunal or out of school suspension and/or recommendation for expulsion by the principal as authorized in the expulsion procedures. Pending final determination of the matter the student may be offered the opportunity to attend an alternative educational replacement. All violations are also subject to referral to legal authorities.

**ELECTRONIC DEVICES**

No phone/electronic device/earbuds/headphones from the 1<sup>st</sup> bell to the last bell unless permitted by the teacher for instructional purposes.

**FIRST OFFENSE: CONFISCATION OF DEVICE FOR 7 SCHOOL DAYS**

**SECOND OFFENSE: CONFISCATION OF DEVICE FOR THE REMAINDER OF THE SEMESTER AT A MINIMUM OF 15 SCHOOL DAYS AND REQUIRED PARENT CONFERENCE BEFORE RELEASING DEVICE**

Any student who refuses to comply and/or fully cooperate with the reasonable staff request to relinquish the electronic device, will be subject to further disciplinary consequences. Next, any electronic device being used in a manner that violates *higher levels* of the discipline code may be handled differently as deemed necessary by the administration. For this reason, all contents **OF THE DEVICE** are subject to inspection by any administrator and/or the school resource officer. **School officials are not responsible for loss or theft of confiscated items.** The Electronic Device Policy excludes any school-owned instruments used for classroom work authorized by the teacher and principal.

## **DRESS CODE and GROOMING POLICY**

In accordance with the Lamar County Board of Education Policy, a student shall not unreasonably distract the attention of other students or otherwise disrupt or interfere with the school's operation. The principal, teacher or school official shall determine whether any particular mode of dress, apparel, grooming or use of emblems, insignias, colors, badges or other symbols results in such interference or disruption. Practicing cleanliness and personal hygiene is an important part of keeping you healthy and helping you to feel good about yourself. Students should bathe regularly, practice good hygiene, and wear clean clothing.

### **SPECIFIC DRESS CODE GUIDELINES FOR LCHS:**

1. PE and extra-curricular dress is restricted to the PE or extra-curricular activity area. This includes after school as well.
2. Jackets, coats, and sweaters that fasten in the front (zippers, buttons, etc.) must be left open all the way down the front. Long coats (Dusters/trench coats) are not allowed on campus.
3. Sunglasses, mouth grills, hats (male or female), caps, hoods, headscarves, earmuffs, bandanas, hairnets or stockings, sweatbands, combs, picks, and hair curlers may not be visible—on or off the body—inside the buildings.
4. All forms of body piercing accessories are prohibited except for earrings on the ears.
5. Tight-fitting or overly loose fitting garments are not allowed.
6. The following garments are not allowed to be worn as outer garments: fishnet stockings, leggings, leotards, tights, and jeggings. The following garments may not be worn: sweatpants, joggers, gym shorts, swimwear, or sleepwear.
7. Clothing may not be torn, ripped, or have holes. This applies to all garments, including hosiery.
8. Shirts/Tops: Students may have a choice of wearing polo/golf style or dress style with a collar and sleeves. Also, t-shirts that are approved as a Lamar County Schools spirit shirt may be worn. No graphic images are to be displayed on any apparel. Additionally, any displays of offensive writing, designs, or symbols—including references to profanity, drugs, alcohol, tobacco, sex, gangs, etc.—on hair, skin, or personal possessions are forbidden. Tops must cover the chest, cleavage, back, shoulder, underarm, and midriff areas. Undergarments must not be visible. Tops must be buttoned to cover the chest and undergarments. To be specific, see-through/sheer clothing including lace/sheer sleeves, wind/running suits, tank tops, mesh shirts, bare midriff, bare back, halter tops, tube tops, strapless attire, body shirts, or any top with a low scoop neckline as well as any top through which undergarments are clearly visible are unacceptable.
9. Ladies' dresses are permitted and must meet all dress code guidelines with the only exception of requiring a collar.
10. Pants, shorts, skirts, and skorts must be worn at waist level. "Busting slack, sagging or dragging" is prohibited. Undergarments must not be visible (above, below, or through the clothing). Sashes must be tied, straps strapped, and suspenders properly worn.

11. Hemline: The bottom of any hem must not be more than 2" above the knee (front and back). This includes splits on clothing, measuring from the front and back of the knee.
12. Shoes are required at all times. No flip-flops, house shoes, backless Crocs®, backless Sketchers®, slides, etc. may be worn. Slides are defined as a backless shoe or a shoe with a 3-point attachment or hitch that can be moved to create a backless shoe.
13. Students are not to have grooming aids or make-up in the classroom, hallway, or lunchroom. Furthermore, personal grooming and dressing is confined to restrooms and locker rooms.

**All clothing must meet the aforementioned dress code requirements and students are expected to follow these requirements.**

STUDENTS ARE EXPECTED TO BE IN DRESS CODE WHEN THEY ARRIVE AT SCHOOL. Those out of dress code will either be sent home or sent to ISS consistent with administrative discretion and/or progressive discipline protocol.

## System Code of Conduct and High School Handbook Acknowledgement

It is mandatory that this acknowledgement be returned, as it will become Part of the student's permanent record for the 2015/2016 school year.

Advisor's Name \_\_\_\_\_ Grade \_\_\_\_\_

First Period Teacher's Name \_\_\_\_\_

I, \_\_\_\_\_, am currently enrolled at Lamar County High School. My Parent and I hereby acknowledge by our signatures that we have received, read, understand, and are bound by this Parent/Student Handbook and the attendance notification as detailed on the enclosed pages.

\_\_\_\_\_  
(Student's Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Parent's Signature)

\_\_\_\_\_  
(Date)

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### Acceptable Use Policy for Internet Access Agreement

Student Agreement: I am fully aware of and bound by the Acceptable Use Policy regarding the use of computer equipment and Internet access at Lamar County High School.

\_\_\_\_\_  
(Student's Signature)

\_\_\_\_\_  
(Date)

Parent Agreement: As the parent of this student, I am fully aware and understand that my child is bound by the Acceptable Use Policy for the use of computer equipment and Internet access. I understand that this equipment and access is provided for educational purposes. I also recognize that employees of the school or school system may not be able to restrict access to all controversial materials on the Internet. I will not hold them responsible for materials my son or daughter acquires as a result of the use of the Internet from school facilities. I hereby give my permission to Lamar County High School to permit my child to access the Internet on equipment provided on the school site.

\_\_\_\_\_  
(Parent's Signature)

\_\_\_\_\_  
(Date)

Student's Name \_\_\_\_\_

Advisor's Name \_\_\_\_\_

First Period Teacher's Name \_\_\_\_\_



**Waiver for Release of Information to Military Personnel**

Lamar County High School works cooperatively with all branches of the military. Under current federal law all schools must, if requested, provide the names, addresses, and telephone numbers of high school students to U. S. military recruiters. (REF: No Child Left Behind and NDAAFY 2002)

As the parent of the following student, I hereby request that my student's contact information NOT be disclosed for military recruitment purposes. (Student signatures alone are only valid for those students 18 years of age or older.)

\_\_\_\_\_  
(Student's Name) (Date)

\_\_\_\_\_  
(Parent's Signature) (Date)

\_\_\_\_\_  
(Student's Signature) (Date)

Advisor's Name \_\_\_\_\_

First Period Teacher's Name \_\_\_\_\_

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**Waiver for Interviewing, Photographing, and Videotaping, of Students by Staff or News Media**

While attending Lamar County High School, students may be interviewed; they may also have their pictures disclosed in the school yearbook, system website, Internet, school news releases, and/or on the school's closed circuit television network.

I, \_\_\_\_\_, a student at Lamar County High School, request that my picture NOT be disclosed in the school's yearbook, bulletin boards, and/or on the school's television announcements.

\_\_\_\_\_  
(Student's Signature) (Date)

\_\_\_\_\_  
(Parent's Signature) (Date)

Advisor's Name \_\_\_\_\_

First Period Teacher's Name \_\_\_\_\_

### Waiver for Club/School Organization Participation

Clubs are an important part of the extra-curricular offerings of Lamar County High School. Explanations of all clubs/organizations available for student membership are outlined in the Parent/Student Handbook.

As the parent of the following student, I hereby request that my student be prohibited from joining or participating in the club(s)/organization(s) listed below.

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(Student's Name) \_\_\_\_\_ (Date) \_\_\_\_\_

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(Parent's Signature) \_\_\_\_\_ (Date) \_\_\_\_\_

List organizations in which you do not want your child to participate.

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Advisor's Name \_\_\_\_\_

First Period Teacher's Name \_\_\_\_\_

<b>CAREER TECHNICAL STUDENT ORGANIZATIONS (CTSO)</b>		
Career & Technical Instruction (CTI)	Future Business Leaders of America (FBLA)	Family, Career & Community Leaders of America (FCCLA)
Health Occupations Students of America (HOSA)	SkillsUSA	LEX

<b>CLUBS</b>		
	Beta	
Fellowship of Christian Athletes (FCA)	Lamar County Deputy Explorers (LEX)	Leadership, Experience, Opportunity (LEO)
National Honor Society (NHS)	Science	Student Government Association (SGA)

<b>JROTC</b>		
Armed Exhibition: Raiders Team	Color Guard	Drill Team
Rifle Team	Unarmed Exhibition	

<b>TEAMS</b>			
	Academic	SPORTS	One Act
FALL	Literary	WINTER	Math
			Spring
Cheerleading (Football)		Basketball	Baseball
Cross Country		Cheerleading (Basketball)	Golf
Fast Pitch Softball		Swimming	Soccer
Football		Weightlifting	Tennis
Volleyball		Wrestling	Track and Field



