

LONG COUNTY HIGH SCHOOL

"Where we TEACH EACH ONE"

550 South McDonald Street
Ludowici, GA 31316
(912) 545-2135
(912) 545-2041

This agenda belongs to:

Name: _____

Address: _____

City/Town: _____ Zip: _____

Telephone: _____

Advisor: _____

Grade: _____

Dear LCHS Parents and Students:

Welcome to the Blue Tide Family! This handbook/planner is your guide to the rights and responsibilities of the students of Long County High School. It is critical that you read the information contained in this handbook and understand both the rights you have as a student as well as the responsibilities that you also have. If this handbook does not clearly address an issue that concerns you, or if you have any questions about the information in this handbook, we ask that you contact your teachers, counselors, or administrators for help.

This planner can also serve as an organizational tool. You are encouraged to use the calendar pages to note assignments, projects, and tests in order to be better prepared. Because this student agenda also serves as the Long County High School hall pass, it is essential that you carry it with you throughout the day. You should never be outside of any classroom without this agenda on your person.

Long County High School has an outstanding school culture! That is because of the tremendous efforts and hard work of our students, parents, faculty and staff. As your principal I expect you to continue to pursue these goals of excellence throughout this school year. As a Blue Tide student, you are expected to study hard and seek academic help before or after school, participate in extra-curricular activities that are available to you, and hold yourself to the highest standards of conduct.

It is our goal, as the Blue Tide family, to provide the best education possible for all of our students. We trust that your experiences with the Blue Tide family will enhance your faith in public education and prove this school worthy of your dedication, love, and support. Show your support of the Blue Tide family as we strive daily to "Teach Each One".

Have a great school year!

ROLL TIDE!

Scotty W. Hattaway
Principal, Long County High School

LONG COUNTY HIGH SCHOOL

550 South McDonald Street
Ludowici, Georgia 31316
Telephone Number: (912) 545-2135/2041

ALMA MATER

*Across the fertile lands of Georgia
Stands ole Long County High.
We will e'er uphold its standards,
Cherish days gone by.
Forward, onward be our watchword,
Conquer and prevail.
For many years we've learned to love thee:
Blue and White all hail!*

SCHOOL COLORS: COLUMBIA BLUE AND WHITE

SCHOOL EMBLEM: "BLUE TIDE"

SCHOOL WEBSITE: <http://www.longcountyhs.com/>

Structure of the Long County School System

The Board of Education is primarily a policy making body (by Georgia Law). The person responsible for administering the policies of the Board of Education is the school superintendent. All regular Board of Education meetings are scheduled for the second Thursday of each month at 6:00 p.m. Meetings are held in the Board of Education Building on McDonald Street.

Superintendent.....Dr. Robert Waters

School Board Members

District 1Mr. Billy Hall
District 2.....Mr. Dempsy Golden, Chairperson
District 3Miss Florence Baggs, Vice - Chairperson
District 4.....Mrs. Linda DeLoach
District 5Mrs. Emma Strickland

School Administration

Principal.....Mr. Scotty Hattaway
Assistant Principal.....Mr. Bill Epps

School Council

Long County High School has established a school council that meets two times each semester. The purpose of this council is to discuss and share ideas for school improvement and academic success. This council is made up of the principal, two teachers, two parent representatives, and two business partners. The meetings are scheduled from 12:00 p.m. until 1:00 p.m. The council will meet four times annually.

Chain of Command

Though the staff at Long County High School has always prided itself in the positive relationship between students, parents, and community, there may arise some situations, which must be discussed beyond the normal realms of communication. For this reason, the appropriate chain of command is as follows:
1st contact: Teacher
2nd contact: School Administrator
3rd contact: Superintendent
4th contact: Board of Education

PHILOSOPHY OF LONG COUNTY HIGH SCHOOL

We believe the underlying principle of our educational system is the fostering of an understanding of the democratic way of life. Education and democracy complement each other; hence, the operation of our system, schools, and classrooms should reflect a democratic way of living.

We further believe that the purpose of Long County High School is to provide the opportunity for each individual to discover his or her own personal strengths and weaknesses, to develop knowledge and skills necessary to be a productive and accountable member of society, and to assist in the examination and development of personal values.

We believe that Long County High School should seek to prepare each individual to live as a responsible, fulfilled member of our constantly changing world.

We believe that education should be involvement in life itself. Education is active and should be related to the needs and interests of the student (child or adult). The educational system should reflect the society of today and prepare students for the future.

We recognize the individuality of students and staff at Long County High School but believe balance must be achieved and maintained between personal and cultural expectations. This includes providing an integrated curriculum, which will enable individuals to be balanced, tolerant, and well-adjusted citizens within their physical, social, and spiritual environments.

Realizing the comprehensiveness of our philosophy, we actively seek the cooperation of the home and our total community in achieving our goals.

MISSION STATEMENT

To ensure a quality education for all students by providing an effective learning environment where students have the opportunity to be challenged and academically successful.

VISION STATEMENT

Long County Schools will be an exemplary system where all students meet or exceed local, state, and federal accountability measures.

LCHS INFORMATION GUIDE

Accident Insurance Claim Forms	Principal's Office
Academic Advisement	Counselor's Office
ADAP Cards	Counselor's Office
Agendas	Principal's Office
Announcements	Asst. Principal's Office
Approval of activities	Administrator
Athletic Information	Athletic Director
Attendance	Principal's Office
Change of schedule/enroll/withdraw	Counselor's Office
Checking in/out	Principal's Office
College Application Information	Counselor's Office
Discipline information	Administration
Dress Code	Administration
Drivers/Certificate of Attendance	Asst. Principal's Office
Free/Reduced lunch forms	Principal's Office
Gender Equity Sports Coordinator	Athletic Director
Graduation Requirements	Counselor's Office
Hospital Homebound	System Social Worker
I.D. Passes	Asst. Principal's Office
Lockers	Principal's Office
Lost and Found	High School Offices
Media Center Information	Media Center
Medical Attention	School Nurse
Parking Information	Principal's Office
Personal Guidance	Counselor's Office
Replacement I.D.	Principal's Office
Scholarship/financial aid/transcript	Counselor's Office
Work Permit	Counselor's Office/Work Based Learning Coordinator

SCHOOL HOURS

Supervision will be provided from 7:45 a.m. until 3:15 p.m. Any students remaining on campus after 3:15 p.m. **must be under direct supervision of a teacher or a coach.**

Truancy

Truant – 160-5-.10 – Any child subject to compulsory attendance who during the school calendar year has more than five days of unexcused absences. Students having five unexcused absences are in jeopardy of violating Compulsory Attendance. See the Georgia Compulsory School Law (O.C.G.A. 20-2-690.1) for more information.

ATTENDANCE REGULATIONS

Students are expected to attend school every day. Students will be marked absent from every class they miss. Attendance is checked every period in the high school. Students must provide **written excuses within (2) school days** and **MUST make up any missed work within (2) school days** (for documented excused absences only). It is the responsibility of the student to request missed work. An unexcused absence, including out-of-school suspension, does not allow the student to make up missed work, assignments, or exams. An absence, excused or unexcused, remains on the student's record and counts toward the **allowable 14 days of absences per year. See page 10 for additional information.**

Students are not counted absent while they are serving as Pages for the Georgia General Assembly.

Responsibility for children in the legal custody of the Department of Juvenile Justice or the Department of Human Resources rests with the local Board of Education where a child is located, and a child must be enrolled in such local school system immediately, except for a child in a youth development center.

Attendance:

The Georgia Compulsory School Law (O.C.G.A. 20-2-690.1)--Mandatory education for children between ages six and 16 will be enforced by the school social worker and the magistrate and state courts of Long County.

(3) unexcused absences – parent or guardian will be notified by school personnel

(5) unexcused absences – parent or guardian will be notified by mail; Compulsory Attendance Law.

(7) unexcused absences – parent or guardian will be notified by certified mail; Compulsory Attendance Law.

(10) unexcused absences – mandatory meeting with parent or guardian and the Attendance Support Team. Parent or guardian will sign an agreement that they have received and understand the Compulsory Attendance Law.

(14) unexcused absences – certified notification will be sent to parent or guardian that a referral is being made to the Juvenile Court System. (See steps listed below.)

Steps to be taken prior to Court referral

1. Before any court referral is considered, contact should have been initiated with students and their families, including a minimum of 3 contacts including certified mail and an attempt to meet with parent/guardian.
2. Court referrals should also be considered
 - a. In cases where students are not attending school at all and no resolution can be reached.
 - b. In cases where poor attendance is ongoing over a period of time and no sustained improvement is seen.
3. The case should then be discussed with the principal and if it is agreed that a court referral is suitable, the School Social Worker, should complete the Juvenile Complaint Form and file with the Local Sheriff's Department who will forward the complaint to The Department of Juvenile Justice.
4. For Court prosecutions, the Principal or other knowledgeable personnel may need to complete a witness statement, if needed.

ATTENDANCE INCENTIVES

- Perfect Attendance for One 9 weeks – student name is entered into a drawing for a prize.
- Perfect Attendance for Two 9 weeks – student name is entered into a drawing for a prize.
- Perfect Attendance for Three 9 weeks – student name is entered into a drawing for a prize.
- Perfect Attendance for Four 9 weeks – student name is entered into a drawing for a prize.

Written Excuse for an Absence

Students who have been absent must bring a written excuse from a parent or a doctor's note stating the reason for the absence. If a written note is not brought to school within two (2) days following an absence or if the reason for the absence is not a reason allowed by policy, the admit slip will marked "unexcused." Notes written after the two (2) days will not be accepted regardless of the reason! The written excuse must be presented to high school secretary the first day back at school and must contain the following information:

1. Name of student
2. Date of Note
3. Date of absence
4. Reason for absence
5. Parent Signature or Doctor's Signature
6. Phone Number of Parent and/or Doctor.

Students are responsible for keeping a documented copy (the admit slip) of the absence. This documentation will be used in the event of an absence-related discrepancy. (Students need to remember that they have two (2) school days to make up all work at the convenience of the teacher. In situations where the assignment was made to the student prior to the absence, make-up work can be required by the teacher on the first day the student returns to school.)

In accordance with the State Board of Education policy, only the following circumstances will be **counted as excused absences**:

1. personal illness
2. death or serious illness in the immediate family
3. recognized religious holidays observed by the student's faith
4. absences mandated by a governmental agency*
5. conditions which render school attendance impossible or hazardous to the student's health and safety
6. service as a page in the Georgia General Assembly.

*Students whose parent is in military service in the armed forces of the United States or the National Guard, and such parent has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting, shall be granted up to a maximum of five school days per school year to visit his or her parent prior to such parent's deployment or during such parent's leave.

**All other reasons will be classified as unexcused.

Attendance & Driver's License

Georgia Code Section 40-5-22, Georgia's Teenage and Adult Driver Responsibility Act (TAADRA) of 1997, requires that local school systems certify that a student's attendance pattern and discipline record permits him or her to have a Georgia driver's permit or license. A non-compliant student is one who:

- 1) has dropped out of school without graduating and has remained out of school for 10 consecutive days;
- 2) has 10 or more school days of unexcused absences in the current academic year or 10 or more school days of unexcused absences in the previous academic year; or
- 3) has been found guilty by a hearing officer, panel, or tribunal of one or more of the following offenses, has received a change in placement for committing one of the following offenses, or has waived his or her right to a hearing and pleaded guilty to one of the following offenses:
 - a) threatening, striking, or causing bodily harm to a teacher or other school personnel;
 - b) possession or sale of drugs or alcohol on school property or at a school-sponsored event;
 - c) possession or use of a weapon on school property or at a school-sponsored event;

- d) any sexual offense prohibited under Chapter 6 of Title 16; or
- e) causing substantial physical or visible bodily harm to or seriously disfiguring another person, including another student. O.C.G.A. 40-5-22

In addition, local school systems shall report to the Department of Motor Vehicle Safety any child 14 years of age or older who does not meet the above requirements.

Students will receive their first two (2) copies of their ADAP and Certificate of Attendance free of charge. Each one after will have a five (5) dollar charge.

Student Withdrawals (limitations)

The Long County School System is authorized to withdraw a student who

- Has missed more than 10 consecutive days of unexcused absences;
- Is not subject to compulsory school attendance; and
- Is not receiving instructional services from the local school system through homebound instruction or instructional services required by the federal Individual with Disabilities Education Act (IDEA).

Parental Notification of Student Withdrawal

The Superintendent or the superintendent's designee shall use his or her best efforts to notify the parent(s), guardian(s), or other person(s) who has charge of a student if the school system plans to withdraw such student who is younger than 18 years of age and is not subject to compulsory school attendance.

The Long County School System is authorized to withdraw a student subject to compulsory attendance only if the local superintendent or the superintendent's designee has determined the student is no longer a resident of the local school system or is enrolled in a private school or home school program.

MAKE-UP WORK

Excused Absences:

Work missed during an excused absence must be made-up within two (2) school days after the student returns to school unless special arrangements are made with the subject teacher. On the first day he/she returns to school, the student must make the arrangements with each teacher for make-up work. The two-day rule does not apply to longstanding due dates on assignments such as **projects or term papers**. In these cases, the student would be expected to turn in the assignment on **his/her first day back to school**.

After the second day, grades will be closed on any missed work; and if still incomplete at that time, the grades will be recorded as zeros.

HOSPITAL HOMEBOUND

Hospital Homebound students will not be allowed to attend any school activities (on campus or extracurricular—such as Prom, Homecoming, sporting events, graduation, field trips, etc.) during the course of their homebound stay.

CREDIT RECOVERY

Credit Recovery is a program designed for students to regain credit for failed courses. This credit towards graduation can be regained through completion of A+ comprehensive curriculum in mathematics, English, science, and social studies.

A+ Guidelines:

- A+ is for credit recovery.
- School may not exceed ports assigned to their site.
- Students/Parents must sign a contract indicating an understanding of the program requirements.
- Counselors will approve students for A+ based on the following guidelines:
- Course Failure: Student must have failed the course with a minimum grade of 60. If student made less than a 60 for final average, the student needs to repeat the course.
- Attendance (students with more than 10 unexcused absences are not eligible for A+ credit recovery)
- A student may only take a total of two credit recovery courses each academic year.
- A student may only take a total of five credit recovery courses while in high school.
- Student is willing to work independently on a computer.
- Maximum A+ credits not exceeded (see Maximum A+ Credits In A+ manual)
- Additional requirements may be assigned by the teacher of the failed course to ensure standards are met before receiving credit for the course.
- Although A+ is an online program, the teacher is vital to the students' success.
- A student must achieve an 80 to move on to the next module.
- Results must be forwarded to the A+ Coordinator upon completion.
- Only trained teachers may work in the A+ labs.

Course Offerings:

Students may be enrolled in an A+ credit recovery course if they have failed the course previously with a 60 or higher. Courses are available for ½ or 1 credit. Students may take A (First semester), B (Second semester), or Y (Yearlong) version of the following courses:

English:

9th Literature/Composition
10th Literature/Composition
American Literature
English Literature

Math:

Concepts of Problem Solving
Concepts of Algebra
Algebra I
Geometry
Math I
Math II
Math III

Science:

Biology
Environmental Science
Physical Science
Chemistry

Social Studies:

United States History
World History
Economics/Government
Geography

Other:

Health
Spanish I
Personal Finance
Career Essentials

A+ Module Protocol:

- Students will complete the Module Pre-Test on their own (no assistance/no notes).
- Students scoring a minimum of an 80 on the pre-test will move on to next module as directed by A+. Some modules may require a higher score.
- Students scoring less than an 80 will complete the modules lessons as prescribed by A+. Teachers may assist students in learning this

material during the phase of the module. Once all topics have been complete, the student will move to the module post-test.

- Students must take the module post-test with no help from teacher, fellow students, or notes. In most courses, Students must score a 70 on the post-test to move on to the next module. However, for course with an EOCT, students must score a minimum of a 75 on post-test.
- Students who do not score a 70 (75 EOCT courses) on the post-test the first time will be reassigned topics within the module for remediation. Once remediation is complete, the student can retake the post-test using their notes.
- Students who do not score a 70 (75 EOCT courses) on the post-test the second time will be assigned remediation material from the course textbook. Once remediation is complete, the student can retake the post-test using their notes.
- Students taking a course with an EOCT must take the EOCT on-line and receive EOCT test score before A+ credit can be awarded. Final Average must be at least a 70.
- Upon successful completion of the course, the teacher will forward the Credit Recovery form to the A+ Coordinator.

CLOSING OF SCHOOL

The local radio stations in Jesup and Hinesville, as well as WTOG, will carry all announcements as early as possible about school closings due to inclement weather or other emergencies. When it becomes necessary to dismiss during the regular school day, announcements will also be made via the local radio stations.

CLUBS/ORGANIZATIONS

Long County High School provides clubs and organizations in many different areas, which will be of interest to students and offer opportunity for involvement. Only those clubs and organizations recognized, sponsored by, or sanctioned by Long County High School will be able to meet, function, have activities, or be represented in any manner on the school campus or during any school activity before, during, or after school. If you object to your son/daughter participating in one of the following clubs, fill out the parental opt-out of club participation form on page 63 and return it to the guidance office.

Beta Club – The Beta Club is a part of the state and national organization. Its foremost purpose is public recognition of students' positive accomplishments, honors, and achievements. Membership in the Beta Club is based on honor and service for students in grades 9-12. Previous activities include induction ceremony, community service projects, etc. Sponsors: Ricardo Toledo

Drama Club – Drama Club is a social organization whose purpose is to educate its members in the creation of productions in the area of theatre arts, provide an artistic outlet to its participants, and provide cultural education through experience. It is for those students who are outgoing, creative, and enthusiastic;

whether you wish to perform on stage or work behind the scenes. Drama Club participates in the one-act play competition in the fall of the year as well as the school/community production in the spring. Sponsors: Linda Lynn

Family, Career and Community Leaders of America (FCCLA) – FCCLA is a national organization of high school students who have taken or are presently taking Family and Consumer Sciences. The overall goal of the FCCLA is to help individuals' personal, family, and community living. Previous activities include attending the Fall Leadership meeting, Region contests, etc. Sponsor: TBA

Future Business Leaders of America (FBLA) – FBLA is the national organization composed of students interested in business and office education. It provides students the opportunity to bridge the gap between the classroom and the business world by giving them the opportunity to learn first-hand about the business community. Previous activities include attending the Fall Leadership Rally, Region contests, Wild Adventures Field Trip, etc. Sponsors: Pam Smith and Corey Brace

Future Farmers of America (FFA) – FFA is a national organization composed of students enrolled in classes of Career/Technical Agriculture. The primary aim of the FFA is the development of agriculture and improvement of skills essential to leadership, cooperation with others, and good citizenship. Previous activities include the Ag. Expo and the State FFA Convention, etc. Sponsor: Erin Vickers and Marc Roe

Georgia Technology Students of America (TSA) – The missions of Georgia TSA is to prepare its membership to be successful leaders and responsible citizens in a technological society through co-curricular activities within the technology education program; which include communication, leadership, and competitive skill development in the classroom/laboratory environment. Previous activities include Ag. Expo, region contest, etc. Sponsor: Marc Roe

Health Occupations Students of America (HOSA) – HOSA's two-fold mission is to promote career opportunities in the health care industry and to enhance the delivery of quality health care to all people. Sponsor: Teresa Mosley

Student Council – The student council is one of the most important organizations in any school and can be an invaluable asset to the total school community. It is a unique organization because lines of communication between students and administrators, faculty, boards of education, parents, and community government. Previous activities include homecoming activities, state conferences, etc. Sponsor: Samantha Stanley and Paula Pye

DAILY ANNOUNCEMENTS

All announcements must be written, signed by the teacher or sponsor, and sent to the High School assistant principal's office. Student attentiveness is important during announcements.

DRUGS AND MEDICINE

Administering any medicine to a student is not a recommended procedure for schools, but, at times, it is inevitable. Any medicine that needs to be administered at school should be done as follows:

1. The physician must prepare a written order detailing the name of the drug, dosage, and time interval medications are to be taken.
2. Written permission from the parent or guardian of the student requesting that the school comply with the physician's order must be presented.
3. Medication must be brought to school in a container appropriately labeled by the pharmacy or physician and must be given to the school nurse.
4. Teachers will be informed of the time intervals that the medication should be taken, and the students will receive medical passes, which will allow them to be dismissed to the nurse from class to take their medication. **Students will not be excused to take medication without this pass.**

THIS PROCEDURE APPLIES TO ALL DRUGS AND MEDICINE.

The school has a school nurse who will serve as the arbiter of medical emergencies and questions. Her hours for non-emergency visits will be posted.

FIELD TRIP POLICY

Permission for school trips must be granted by parents/guardians in writing on special forms. **Students with failing grades will not be allowed to participate in school-sponsored field trips if it requires them to miss the course that they are failing at that time (including athletics).** Student before departure must turn in the permission form. Students must have their IDs in their possession in order to participate in the field trip. Students attending approved field trips are counted present at school, and the time out of class is counted as non-instructional time. Students are allowed to make up the class work missed during the field trip (See Make-Up Work Policy). Should a student's behavior become uncontrollable or should the student be arrested on a school-sponsored trip, the parent/guardian will be contacted and the administration may take appropriate action. Further field trips may be denied the student(s).

GRADING AND REPORTING

Report Cards will be issued once every nine (9) weeks (grades 9-12). They will reflect the grade at that time. Deficiency reports will be sent to parents in the middle of the nine-week period. The last period teacher will issue report cards at the end of each nine weeks period during the last few minutes of the school day.

The final grade each course will be calculated as follows:

COURSES WITH EOCT (END OF COURSE TEST) For students that entered before the 2011 – 2012 school term.

Semester Grades:

Semester Work – 85%
Semester Exam – 15%

Final Grade Calculation:

First Semester Grade – 42.5%
Second Semester Grade – 42.5%
EOCT – 15%

COURSES WITH EOCT (END OF COURSE TEST) For students that entered the 2011 – 2012 school term and after.

Semester Grades:

Semester Work – 80%
Semester Exam – 20%

Final Grade Calculation:

First Semester Grade – 40%
Second Semester Grade – 40%
EOCT – **20%**

COURSES WITHOUT EOCT (END OF COURSE TEST)

Semester Grades:

Semester Work – 80%
Semester Exam – 20%

Final Grade Calculation:

First Semester Grade – 50%
Second Semester Grade – 50%

(90-100 - A) (80-89 - B) (70-79 - C) (69 and below - Failure)

A student must achieve a 70% average to pass a subject. Educational progress will be evaluated and recorded as numerical grades.

Semester Final Exams: Final exams are required at the end of each semester. **Students and parents are asked not to schedule vacations and out-of-town trips on exam days. Any exception to the final exam schedule must be pre-approved by the principal. EXAMS WILL NOT BE GIVEN EARLY IN ANY**

SEMESTER! Please review the school calendar before scheduling vacation or other trips.

Semester Exam Exemption Policy: Students may exempt a semester exam in a course if they meet one of the following criteria for the course (EXCLUDES THE EOCT):

1. The student makes an 80 or higher on each 9 weeks exam.
2. Minimum grade of 70 and Perfect Attendance in course (no excused or unexcused absences)
3. Minimum grade of 80 and no more than three (3) excused absences (no unexcused)
4. Minimum grade of 90 and no more than five (5) excused absences (no unexcused)
5. **NO STUDENT MAY EXEMPT AN EOCT.**

Progress Reports: Individual teachers may from time to time issue additional reports on a student's progress; however, the pages in this agenda set aside for progress reports must be signed by a parent or legal guardian on the dates indicated on the pages. Subject teachers will assign grades on those progress reports and then check them for a signature.

HALLS AND CORRIDORS

Halls and corridors are to be free of students during class time. Use of restrooms is authorized on an emergency basis only. Students should utilize the restrooms and/or lockers before the bell rings, between classes, during lunch, or after school. **No one is allowed in the gym during the lunch period or any other period except to attend class.**

Students should not ask to leave during class time to take care of these needs. On rare occasions, a student may have a personal emergency that requires that he/she be released from class to go to the restroom. The teacher must approve any release from class. Students who choose to simply walk out of class will be considered skipping and punished accordingly. Any medical condition that might require a variance of this procedure must have prior approval by the principal or their designee. Any student who is in the hall during instructional times must have a pass signed by a teacher in the student's agenda.

Students are requested to keep to the right of the halls while changing classes. Form a line down the wall to the right of the water fountains when you stop to get water. Do not stand in the center of the hall. Do not stop in the center to talk with your friends. Students are requested not to use the halls during lunch where classes are in session. Students are requested to exercise consideration for others at all times. Students are to use the restrooms in the hall that they are attending class.

HOMWORK POLICY

Completing homework results in higher grades. The time and amount of homework should increase with the student's grade level.

Homework serves to

- reinforce the present day's lesson
- prepare for the next day's lesson
- reinforce acquired skills and develop study habits
- help develop a sense of responsibility
- prepare students to face the demands presented throughout life
- teach students independent learning
- incorporate available materials and media in the home: books, magazines, newspapers, television, and radio.

An allotted time for home study should be part of a student's daily routine, regardless of whether specific assignments have been given. Students should realize that homework is not just written assignments, but that studying is also an integral part of homework.

All homework is to be recorded in the student agenda. Parents and teachers should routinely verify its contents and communicate with each other if there is any concern. Parents should encourage the development of good study habits by checking their child's agenda every evening.

Student's responsibilities:

1. Homework is the responsibility of the student.
2. Assignments should be written in the agenda.
3. All required materials to complete the assignment should be taken home. Completed work should be turned in when due.
4. Students should allocate a time and distraction-free place for homework.
5. When a student misses a class, it is his/her responsibility to complete the work assigned within the two-day time allowed for make-up work.

Parent's responsibilities:

1. Parents should demonstrate an interest in their children's homework and monitor their work habits.
2. Parents should ensure that students have a time and distraction-free place for homework.
3. Parents are urged to attend open house and parent conferences in order to become aware of how their child is doing in his or her courses.

4. Parents should periodically contact the teacher and/or advisor to voice any concerns and to find ways to help their child.

Teacher's responsibilities:

1. Teachers must be clear on homework assignments and should make sure students have the skills to complete the various types of assignments.
2. Teachers should grade homework while adding appropriate constructive comments as time permits.
3. Teachers should review homework in class and discuss problems or questions that the students may have.
4. Teachers should contact the parents if students are not fulfilling their homework responsibilities or are having trouble with work in class.

PARENT-TEACHER CONFERENCES

When a parent desires a conference with a teacher regarding a student, the parent should contact the guidance office and request a conference. Upon request by the teacher or parent, an administrator will attend the conference. Parent-teacher conferences are encouraged.

MEDIA CENTER SERVICES

Students are encouraged to use the media center. It has an excellent selection of books, magazines, and newspapers for students to check out and use. The media center will be available for students before and after school. The hours will be posted. **Students must have a media center pass to enter and a student ID.** The media center is open before and after school Monday – Friday from 7:30 until 3:30.

LOCKERS

Student lockers are school property and remain at all times under the control of the school; however, students are expected to assume full responsibility for the security of their lockers. **THE SHARING OF LOCKERS IS NOT ALLOWED.** School authorities and/or law enforcement officials for any reason may conduct periodic general inspections of lockers at any time without notice, without student consent, and without a search warrant. Students are expected to respect other students' privacy. Lockers should be locked when not in use.

Students will be allowed to go to their lockers before, after school, and between classes. Students are prohibited from going to their lockers during the class period.

Lockers are available on a rental basis through the High School Office. The locker fee is \$5.00 per year. Excessive damage or abuse to lockers may result in

additional costs to the student. A student losing a lock must pay \$10 to replace the lock. Only those locks purchased in the main office are permitted on lockers. Any other locks will be cut off and removed without notice. Upon leaving school, lockers must be cleaned out. Locks should remain on the lockers while it is in use. **Students are responsible for lockers and locks.**

LOST AND FOUND

The "Lost and Found" is located in either high school office. Any item that is found by a student, a teacher, or other school staff should be turned in to the high school secretary. Its owner may claim an item that has been turned in to "Lost & Found" once he/she gives a complete description of the item. **CARE OF BOOKS IS AN INDIVIDUAL RESPONSIBILITY.**

LUNCHROOM POLICY

A nutritious breakfast and lunch is served daily. All students are encouraged to participate in the breakfast program, which is **free** to all students. Students may enter the lunchroom at 7:30 to participate in the breakfast program. Students may pre-pay for lunch during breakfast or lunchtime. If a non-sufficient fund (NSF) check is received, the person writing the check will be contacted and asked to pay in cash. The second NSF check will result in all meals being paid by cash or money order. The student will be notified verbally when his/her account balance is getting close to zero. Students will NOT be allowed to charge meals during the last two (2) weeks of school. Students who owe a balance at the beginning of May must arrange with the Child Nutrition Program Director or the Manager of the Cafeteria to clear up balances before the next school year begins. Any student who has a credit at the end of the school year may obtain a refund by a written parent request or it will be credited to the next year. If you do want your child to purchase extra items on his/her account, please indicate this on the cafeteria information form. Students who are allergic to milk products or any other foods must have a written statement from the doctor on file in the nurse's office, and the lunchroom manager will be notified of these allergies.

For the first thirty (30) days of a new school year, all students retain the same payment status they had at the end of the previous school year. New students will be charged a full price meal until an application has been received and processed. Applications must be completed with all information, including signature, address, and social security number, by the head of household before the application can be processed. Applications for the free and reduced lunch program may be secured from the lunchroom supervisor or the school system website under the "forms." link. Prices for the lunches are reviewed annually and posted on the website along with menus.

Basic rules of conduct and table manners expected of all people eating in the lunchroom are as follows:

1. Students are allowed to choose from only one lunch line.
2. Students are responsible for cleaning up if they drop or spill food.

3. Enter the lunchroom quietly and stay in line (no cutting).
4. Remove eating utensils, food tray and paper from the table, and place them in appropriate areas.
5. While in lunchroom students should remain seated and not loiter.
6. Leave the lunch area after finishing lunch.
7. No loitering in the restrooms.

The lunchroom offers lunches "to go" for those students who would like to eat lunch outside.

No lunches may be delivered during the school day to students.

MONEY AND VALUABLES

Students should not bring large sums of money or valuables to school for any reason. Students who have money for fundraisers should arrange to turn it in immediately before school. Students should not keep money on their persons during the school day. Students are also warned that expensive clothing, jewelry, bags, shoes, etc. should not be brought to school. In the event of special situations wherein students need to bring something of value to school, special arrangements should be made with the teacher to secure the item. Long County High School is not responsible for lost or stolen items. Students are strongly encouraged not to bring anything to school they are afraid to lose.

PARKING PERMITS

The operation and parking of a vehicle on the LCHS campus is a privilege granted by the school. Students should remember that they are directly responsible for every item in their vehicles. Vehicles are subject to search when reasonable suspicion exists. Random drug dog searches will be conducted on a regular basis. All students are expected to observe the traffic regulations. The school reserves the right to suspend and/or revoke the campus parking privileges of any student who violates parking rules and regulations or is not in good standing in the school. The speed limit is 10 miles per hour on all areas of the school campus.

All vehicles must be registered if they are parked on campus during the school day. The registrant of a motor vehicle is held responsible for the proper use, all contents, parking, and operation of his/her vehicle. Illegally parked vehicles may be towed at the owner's expense. All vehicles must have a visible parking permit while on school property. **No parking permit is to be transferred, sold, loaned, or given to another student. Reproduction, sale, or use of "Fake" or unauthorized parking permits will be treated as a major theft and punished accordingly.** Students with more than one vehicle must officially register all vehicles used. Parking permits are \$10.00 each. To obtain a parking permit, students must present (1) proof of insurance and (2) a valid driver's license.

Below are the rules and regulations all students must sign when purchasing a parking permit at LCHS:

1. LCHS assumes no responsibility for any damage or loss to motor vehicles driven or parked on campus.
2. All persons (occupants of motor vehicles as well as operators) shall comply with any direction(s) given by authorized school personnel.
3. **The parking permit must be displayed with the decal number clearly visible on the rear view mirror. Vehicles that are parked without permits or in unauthorized areas are subject to ticketing or towing.**
4. Upon arrival at school, students are required to enter the school building. Students are not to sit in or go to their cars at any time during the school day. Students may not return to the parking lot after arriving without following the proper checkout procedures.
5. The students involved in accidents must report all accidents to the police immediately. Students should contact an administrator for assistance with this matter.
6. In issuing parking permits, seniors will be given first priority, followed by juniors, sophomores, and freshmen.
7. Students should not park in visitor or staff parking spaces. Students are not allowed to park in or enter the teacher's parking lot at any time. Seniors are the only students who are allowed to park on Academy Street. **No one is allowed to park on Main Street.**
8. First violation of parking rules will result in a warning indicated by a violation sticker. Second violation will result in revocation of the parking permit for a period of 10 days, and the third violation will result in a permanent loss of parking privileges.
9. Parking permits will cost \$10.00 for the school year. All parking permit purchases should be made through the high school office.

SCHOOL JURISDICTION

The authority of the school over the conduct of students extends to the following locations:

- On the school grounds and within the school safety zone (1000 feet of school) during, before, and after school hours;
- On the school grounds and within the school safety zone as either a spectator or a participant at any other time when the school is being used by a school group;
- Off the school grounds at any school-related activity, function, or event as a participant or a spectator;
- During the time required to going to or from home, including time spent at the bus stop and on the school bus;
- Off school grounds, when a student's behavior has a direct and immediate effect on maintaining the safety and welfare of the students and staff;

- Off school grounds that could result in the student being criminally charged with a felony and when the student's continued presence at school becomes a potential danger to persons or property at the school or which disruptions the education process.

SCHOOL SOCIAL FUNCTIONS

All school-sponsored activities must be properly chaperoned and must conform to existing board policy. All activities must be approved by the Administration before being presented to the superintendent and the Board of Education. Students at school-sponsored social functions and activities are expected to behave in a responsible manner, whether the function is on or off campus. The following will be strictly enforced:

1. No alcoholic beverages, tobacco, or drugs will be allowed.
2. No loitering.
3. Students will be held responsible for the conduct of their guests.
4. Students who are enrolled in Alternative school can not participate or attend any school sponsored event.

SIGNING OUT OF SCHOOL

1. The Long County School System provides wholesome, nutritious meals to all students; therefore, students are encouraged to eat in the lunchroom. No commercial food or drink will be allowed in the lunchroom. Therefore, students will not be allowed to check out for lunch and then return to school.
2. **Students who check out of school early may not be allowed to participate in any extra-curricular activity, game, or practice on that day. Student-athletes need to refer to the athletic handbook for additional details.**
3. **Parents may check their child out of school by coming to the school and requesting their son/daughter be checked out and personally signing the student out of school.** Only the parent/guardian or legally assigned person may sign a student out of school. A picture ID will be required to check out a student.
4. To leave school during the day at any time and for any reason, students must receive permission from the teacher to whom they are assigned and then take a note to the Attendance Office. Any student who leaves school without properly signing out will face disciplinary action.
5. Every student who will be checking out during the school day must bring a note with a parent's signature and a phone number where the parent can be reached. The Attendance Office or the secretary calling the parent must verify this note. If the note is not verified, the student may not check out.
6. **All reasons for leaving school, including checking out, must meet one of the six legal reasons for being absent from school. Any other reason will result in the student receiving an unexcused absence.**
7. Students are not to use any other phone except the Attendance Office phone to call parents to have them checked out. Students who check out are to leave campus immediately and cannot return to school without prior

approval from an administrator or a doctor's note. They are not to check out until their transportation is available. Students may not ride with other students unless permission is given by the parents of both the driver and the rider.

TELEPHONE USE

Office telephones are to be used only with the permission of office personnel and only for direct school-related situations. Students are not allowed to use the phones for social calls. Students will not be permitted to leave class to use the phone. Students who have to use the phone must do so during the **lunch period only. No tardy notes will be issued to students who are late for class.** Because the office phones are constantly in use, parents are asked not to call with messages unless there is an emergency at home. Messages will not be delivered to students until 2:50.

MESSAGES

In the event of an extenuating emergency by a parent, an administrator or counselor should be notified and will provide assistance in locating the student. Emergency messages generally will be limited to notification of deaths or serious illness in the family, family disasters, or medical appointments that have been unexpectedly changed.

VISITATION

All visitors to the school, including parents, are to go directly to the main office and acquire visitation approval from the administration. Visitors will not be allowed to talk with teachers or students without this approval. Long County High School does not permit friends or relatives to visit with students and attend classes during the school day. Unauthorized visitors will be dealt with through legal channels.

CHILD ABUSE REPORTING

All employees of the Long County Board of Education, including all teachers, administrators, guidance counselors and visiting teachers, as well as social workers and school psychologists employed by the Long County Board of Education, who have reason or cause to believe a child is being or has been abused shall report immediately but in no case later than 24 hours from the time there is reasonable cause to believe a child has been abused, in accordance with Georgia law and protocol for handling child abuse cases for Long County, Georgia.

TEXTBOOKS

All textbooks will be distributed by the subject teacher. A record of the assignment of each textbook will be kept by the teacher. Students are totally responsible for protecting textbooks from loss, theft, and damage once a book

has been issued to them. Students will be charged the replacement price for lost textbooks. An accounting for all missing textbooks will be made at the end of each school year. Textbooks will not be issued to students who owe for lost or damaged books until payment has been made.

Fees for Damaged Textbooks:

If books are damaged to the extent that they cannot be used, the student must pay the full cost of each book. Full cost is defined as the original price paid by Long County School System.

Students will not be allowed to participate in graduation until all fees (textbooks, uniforms, lunch charges, book fines, etc.) are paid.

Textbook costs range from \$10.00 to \$100.00.

**Long County Schools
Acceptable Use and Internet Safety Agreement**

The Long County School System employs technology as one way of enhancing its mission to provide a comprehensive, quality education for all students. The Board of Education is committed to providing students and employees with appropriate access to instructional technology. The use of the Internet in instructional programs is an educational tool that facilitates communication, innovation, resource sharing and access to information. The Board provides employees and students with access to computing resources and the Internet for **limited educational and instructional purposes** including classroom activities, research, and collaborative work.

Due to the complex nature of accessible networks and the magnitude of potential information available to students accessing the Internet, the Long County Board of Education believes comprehensive guidelines regarding appropriate use are warranted in order to better serve the educational and instructional needs of students.

With access to computers all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. However, on a global network, it is impossible to control all materials, and an industrious user may discover inappropriate materials. The Long County Board of Education believes that the benefit of utilizing the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the school system's educational goals. The Board requires all users of the Internet to agree **NOT** to intentionally search for, find, view, print, and/or distribute inappropriate materials (i.e., those considered to be explicit, vulgar, violent, dangerous, and/or offensive). Furthermore, use of school network services to create and/or distribute such inappropriate materials is strictly prohibited.

It must be understood that the Internet is a global, fluid community, which remains largely unregulated. While it is an extremely valuable tool for educational

research, there may be sections that are not commensurate with community, school, or family standards. Therefore, it is extremely difficult for the Board to completely regulate and monitor the information received or sent by students and staff. The Board cannot assure parents or the public that students or staff will be prevented from accessing undesirable materials, sending, or receiving objectionable communications. Individual users of the system's equipment to access the Internet resources must assume responsibility for their behavior and communications over those networks. The Long County Board of Education will provide an Internet screening system which blocks access to a large percentage of inappropriate sites. It should not be assumed, however, that users are completely prevented from accessing inappropriate materials or from sending or receiving objectionable communications.

The Board of Education makes no assurances of any kind, whether expressed or implied, regarding any computer or Internet services provided. The Long County Board of Education, individual schools, or administrators in the school system will not be responsible for any damages any student/user suffers. Use of any information obtained via the school system's computers or the Internet is at the user's own risk. The Long County School System specifically denies any responsibility for the accuracy or quality of information or software obtained through its services.

In order for a student to gain access to the Internet through the Long County School System, the student and the student's parent/guardian must sign a Student Internet Access Agreement. Likewise, in order for a staff member to gain access to the Internet and utilize electronic mail, the staff member must sign an Employee Internet Access Agreement.

The Long County Board of Education makes no warranties of any kind, either express or implied, for the computing resources it provides. The Long County Board of Education, individual schools, or administrators in the Long County School System will not be responsible for any damages suffered while using the services, including but not limited to, loss of data, delays, nondeliveries, misdeliveries, service interruptions or exposure to offensive or threatening material. Computer users are encouraged to maintain back-up files of all information that is not easily replaced.

LONG COUNTY SCHOOL SYSTEM Student and Employee Acceptable Use Regulations

The School District will enforce the following procedures. Although some specific examples of prohibited uses by students and staff are stated, they are intended as illustrations only, and do not purport to be all inclusive of inappropriate behaviors. Failure to comply with these administrative procedures shall be deemed grounds for revocation of privileges, potential disciplinary and/or appropriate legal action.

TERMS AND CONDITIONS

I. ACCEPTABLE USE

Access to the educational technology and the Internet is provided for educational purposes consistent with the school system's educational mission and goals. Parents shall be required to sign the Acceptable Use Agreement form allowing their student(s) to access the Internet. All students shall also be required to sign said form affirming that they have read and understand the administrative procedures on student acceptable use and understand the consequences for the violation of said administrative procedure.

II. PRIVILEGES

The use of the school system's Internet service is a privilege, not a right. Inappropriate use may result in the cancellation of those privileges. The Superintendent or designee(s) shall make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time.

III. UNACCEPTABLE USE

The user is responsible for all of his/her actions and activities involving the network. Examples of prohibited conduct include but are not limited to the following:

- A. Accessing materials or communications that are:
 - 1. Damaging to another's reputation,
 - 2. Abusive,
 - 3. Obscene,
 - 4. Sexually oriented,
 - 5. Threatening,
 - 6. Contrary to the school's policy on harassment,
 - 7. Harassing,
 - 8. Illegal;

- B. Sending or posting materials or communications that is:
 - 1. Damaging to another's reputation,
 - 2. Abusive,
 - 3. Obscene,
 - 4. Sexually oriented,
 - 5. Threatening,
 - 6. Contrary to the school's policy on harassment
 - 7. Harassing,
 - 8. Illegal;

- C. Using the network for any illegal activity, including violation of copyright or other contracts or transmitting any material in violation of U.S. and State regulations;

- D. Copying or downloading copyrighted material on any system connected to the School System's hardware/software/network without the owner's permission. Only the owner(s) or individuals specifically authorized by the owners(s) may copy or download copyrighted material to the system;
- E. Copying or downloading copyrighted material for the users own use without the owner's permission. Users may redistribute copyrighted programs only with the owner's permission. Such permission must be specified in the document or must be obtained directly from the owner in accordance with applicable copyright laws, Board policy and administrative procedures;
- F. Using the network for private financial or commercial gain or political lobbying is prohibited;
- G. Wastefully using resources, including print resources;
- H. "Chatting" or visiting Chat Rooms on school equipment at any time;
- I. Utilizing or creating any software or viruses having the purpose of damaging the school system's networks or other user's system;
- J. Gaining unauthorized access to resources or entities;
- K. Invading the privacy of individuals;
- L. Using another user's account or password;
- M. Posting material authorized or created by another without his/her consent;
- N. Posting anonymous messages;
- O. Using the network for commercial or private advertising;
- P. Forging of electronic mail messages;
- Q. Creation and sending of harassing electronic mail messages;
- R. Attempting to read, delete, copy or modify the electronic mail of other system users and deliberately interfering with the ability of other system users to send/receive electronic mail;
- S. Using the network while access privileges are suspended or revoked;

T. Using the network and access to the Internet in a fashion inconsistent with directions from supervisors/teachers/administrators. Internet access is to be utilized for instructional purposes ONLY; and

U. Using the network and access to the Internet in a fashion inconsistent with generally accepted network etiquette.

IV. STAFF SUPERVISION

All employees should become familiar with this procedure and should enforce and follow the rules concerning appropriate use while at school and when their duties include supervision of students using the Internet. If in the course of their duties, staff members become aware of any violation of this policy, they should address the matter in accordance with this procedure and the Board of Education's general disciplinary policies and procedures.

V. COMPENSATION

Employees, the student and/or the student's parent(s)/legal guardian(s) shall be responsible for compensating the school system for any losses, costs, or damages incurred by the school system relating to or arising out of any violation of these procedures.

VI. SECURITY

Network security is a high priority. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet and school network systems. User account names and passwords are not to be shared or published in any manner. If the student or employee identifies or perceives a security problem or a breach of these responsibilities on the Internet or school system's networks, the user must immediately notify the building administrator, the technology coordinator, or the superintendent. The student or employee must not demonstrate the problem to other student users, employees, or to the general public. Any attempt by a student to log on to the network or Internet as a system administrator or teacher/supervisor will result in cancellation of user privileges and possible disciplinary action. Any attempt by an employee to log on to the network or Internet as a system administrator or as another teacher/supervisor will result in cancellation of user privileges and possible disciplinary action.

VII. VANDALISM

Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy the school unit's equipment or materials, the data of another

user, the system Internet access, or the network. This includes but is not limited to the uploading or creation of computer viruses. No software of any kind may be brought from home for use in any school computer.

VIII. HARASSMENT

Harassment is defined as the persistent annoyance of another user or the interference in another user's work. Harassment includes, but is not limited to, the sending of unwanted or duplicate electronic mail. Harassment will result in cancellation of privileges and other disciplinary action.

IX. NETWORK ETIQUETTE

The user is expected to abide by the generally accepted rules of network etiquette. These include but are not limited to the following:

- A. Be polite. Do not become abusive in messages to others,
- B. Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language,
- C. Do not reveal personal addresses, pictures, or telephone numbers of yourself, or of any other user; Personal signatures on e-mail messages must use school addresses only,
- D. Recognize that electronic mail is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the appropriate authorities,
- E. Do not use the networks in any way that would disrupt its use by other users,
- F. Consider all communications and information accessible via the network to be private property,
- G. Do not indicate or suggest racism, sexism, or pornography,
- H. Do not conduct unethical or illegal activities of any kind,
- I. Do not conduct commercial, for-profit activities,
- J. Do not transmit any copyrighted, obscene, or threatening material,
- K. Do not make solicitations of any kind or purchases of any kind,
- L. Notify parent(s)/guardian(s) AND building administrator immediately if any individual is trying to contact any user for illicit or suspicious activities,
- M. Do not give out personal information such as driver's license or social security numbers, bankcard or checking account information.

X. PENALTIES FOR MISUSE:

Failure to abide by this policy may result in the suspension and/or revocation of access privileges. Additionally, student violations may result in discipline up to and including suspension or expulsion. Students could be expelled from school for engaging in conduct on the Internet or school networks that contains elements of criminal mischief as defined by state and federal law. Any

unauthorized access or breach of state or federal law is subject to criminal prosecution. Staff violations may also result in discipline up to and including dismissal.

Consequences: At discretion of Administration.

STUDENT CODE OF CONDUCT

BEHAVIOR

Philosophy of Classroom Behavior

The basic functions of the school are teaching and learning. Teachers have the right and obligation to teach. Students have the right and obligation to learn. Any behavior that violates these rights or interferes with the performance of these obligations is unacceptable. The teacher decides what is acceptable in his/her class and makes those expectations known to students.

The school has the right and the responsibility either to change or eliminate any source of any behavior that significantly interferes with teaching and learning.

Any student damaging computer hardware, violating network security, or entering unauthorized software areas/files will face disciplinary action, possible removal from class, and loss of credit. Any student in violation will not be allowed access to technological equipment within the school.

Students must be in their seats when the bell rings with their book and notebook out ready to work. They must remain in their seats and focused on instruction.

Philosophy of Discipline

The Long County Board of Education believes that every student has a right to attend school and to receive the best education possible without disruptions by unruly and undisciplined students. The Long County Board of Education believes that unruly and undisciplined students need to be removed from the classroom setting until their conduct conforms to expected standards.

PROGRESSIVE DISCIPLINE PLAN

Teachers at Long County High School follow a progressive discipline plan for most classroom infractions. Some more serious infractions will result in an immediate referral to the office.

1st Offense: Warning/Student Conference

2nd Offense: Teacher-Assigned Consequence

3rd Offense: Teacher-Assigned Consequence/Parent Contact
4th and subsequent Offenses: Office Referral

ADMINISTRATIVE DISCRETION

The principal is the designated leader of the school, and in concert with the staff, is responsible for the orderly operation of the school. In cases of disruptive, disorderly, or dangerous conduct not covered in this Code, the principal or assistant principal which he or she believes to be in the interest of the student and the school, provided any such action does not violate school board policy or procedures.

LUNCH DETENTION

An administrator may assign lunch detention as a low-level intervention strategy for violations of the Long County Student Code of Conduct. Students who receive lunch detention must report to ISS within the first five minutes of the start of their designated lunch period. Students serving lunch detention will be given a nutritional bag lunch during the duration of their assigned detention. Students must comply with school rules while in lunch detention. If students fail to report to lunch detention or become a discipline problem while in lunch detention, additional consequences will be assigned at the Administrations' discretion.

IN-SCHOOL SUSPENSION (ISS)

The specific purpose of ISS is to provide an alternative to the removal of the student from school. This program allows a suspended student to attend school, but in a different capacity. The student is allowed to come to school, be counted present, complete class assignments, and return home at the end of the day. However, he/she is not allowed to interact with peers at any time during the school day while assigned to ISS. Restrooms are located adjacent to the ISS classroom and lunch is served at a separate time for these students. ISS does not eliminate out-of-school suspension. It simply provides the administration with another alternative in dealing with discipline problems. The placement of a student in ISS is the decision of the administrator and is based on the merits of each case. Any student who misbehaves in ISS will waive his/her right to be assigned ISS and will receive OSS.

Students may only be assigned ISS a total of **ten** times during the school year. On the next infraction, the student will be recommended for the Courtesy Intervention Program (CIP) or Star Tracking.

OUT-OF-SCHOOL SUSPENSION (OSS)

Out of School Suspension (OSS) is mandatory leave assigned to a student as a form of punishment that can last anywhere from one (1) day to several weeks during which time the student cannot attend regular school class sessions.

OSS students **will not** be allowed to make up missed work and will receive a zero for any work assigned during the suspension period.

OSS students will not be allowed to attend any school activities during the course of the suspension (on campus or extracurricular—such as Prom, Homecoming, sporting events, graduation, field trips, etc.).

Rule 160-5-1-.10 -- School days missed as a result of OSS shall not count as unexcused days for the purpose of determining student truancy.

Rule 160-5-1-.10 -- Local boards of Education **are not required** to provide make up work for unexcused absences.

COURTESY INTERVENTION PROGRAM (CIP)

Courtesy interventions are a disciplinary measure taken by the school as an alternative to formal actions when a student commits a minor infraction. School administration notifies and requests the assistance of a S. T. A. R. Program staff member with a child who has committed such an infraction. Such disciplinary measures may involve removal from class, on-spot corrections, and/or physical activity (jumping-jacks, grass drills, running, etc.).

Consequences for STAR Noncompliance:

1st Noncompliance: Two (2) days ISS

2nd Noncompliance: Five (5) days ISS

3rd Noncompliance: OSS until STAR compliance is made

After 3 CIP visits, 30 days of tracking and one day prevent will be recommended for the student.

DISCIPLINE TRIBUNAL

In accordance with the Discipline Codes of Long County School System, students who commit certain offenses will be suspended for a period of up to ten days and referred for a discipline tribunal. The tribunal members will then decide whether to return the student to school or to expel him/her for the remainder of the year. Students are urged to study the Codes and be very familiar with their content.

Student Behavior

An important concept, which effective schools should teach, is self-discipline. As students move into the world of work, each will be expected to follow rules, obey laws, be on time, and follow directions given by employers.

With a better understanding of the purpose of self-discipline, the student can form a positive attitude and help to make the school an effective place for learning.

NO STUDENT HAS THE RIGHT TO INTERFERE WITH A FELLOW CLASSMATE'S RIGHT TO LEARN. It is expected that each student will exhibit the kind of personal self-discipline, which is conducive to a good learning environment. The administration and faculty will enforce rules that are necessary for the operation of the school. However, parents/guardians should assume the primary responsibility of encouraging the proper behavior of their children.

Long County Schools encourage parents and guardians 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

Rule 1. Assault on School Employee

Zero Tolerance

A student shall not cause or attempt to cause physical injury or behave in such a way that could reasonably cause physical injury to a school employee or make physical or verbal contact of a threatening or provoking nature with a school employee. This includes, but is not limited to, use of profanity; ethnic/racial, sexual, religious slurs or harassment:

- a) On the school grounds at any time;
- b) Off the school grounds at a school activity, function, or event;
- c) When either the alleged perpetrator or the alleged victim is en route to or from school activity; or
- d) Off school grounds when the misconduct by the alleged perpetrator is because of the school employee's performance of his/her official duties.

Action to be taken:

Penalty is at the discretion of the school administration and may include, but is not limited to, full restitution, in-school suspension, out-of-school suspension, or a Student Disciplinary Panel hearing. Depending upon the severity of the offense, Safety and Security or Police may be contacted. Prosecution will be at the discretion of the owner of the private property and/or administration. Striking a teacher will result in a ten-day suspension and immediate referral to the discipline tribunal.

Rule 2. Bullying

NO BULLYING will be permitted on campus. Bullying is defined as "any willful attempt to inflict injury on another person, when accompanied by an apparent present ability to do so; or any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm" (**O.C.G.A. 20-2-751**).

- 1st Offense: Suspend until parent conference
- 2nd Offense: Three (3) Days OSS or Thirty (30) days STAR Tracking and One (1) day Prevent
- 3rd Offense: Five (5) Days OSS or Sixty (60) days STAR Tracking and One (1) day Prevent
- 4th Offense: Ten (10) days OSS and referral to a discipline tribunal

Any student that desires to report bullying grievances should report to the school administrator verbally and in writing.

Rule 3. Cellular Phones/ Electronic Devices

Electronic devices, which include but are not limited to cell phones, MP3 players, game consoles, iPods, audio devices, video games, beepers, tablets, and lasers, are **NOT** allowed on campus. Any of these devices that are found will be confiscated and held. Any student found with these devices will be disciplined according to the rules in the Discipline Code listed in the agenda.

Cellular phones are not allowed on LCHS campus during the school day.

Should a student need a cell phone for extra-curricular activities, he/she must turn in the phone to the high school office before school and pick it up after school, and they may not be used until 3:30 p.m. If a student has a cell phone during the school day, the phone will be confiscated. Empty cell phone cases are not permitted.

Consequences for Electronic Devices:

- 1st Offense: One (1) day ISS, electronic device confiscated, and parent may pick the device up
- 2nd Offense: Three (3) days ISS, electronic device confiscated, and parent may pick the device up
- 3rd Offense: Five (5) days ISS, electronic device confiscated for 30 days, and device may be picked up by parent after the thirty day period has passed
- Each following Offense: Five (5) days ISS, electronic device confiscated for 30 days, and device may be picked up by parent after the thirty day period has passed

Consequence if a student does not surrender his/her electronic device:
Ten (10) days OSS

Long County High School will assume NO liability for lost or stolen electronic devices. No searches will be conducted for electronic devices that are reported stolen.

Rule 4. Cheating

Students at Long County High School are expected to submit work for evaluation that has been completed solely by that student unless group assignments have been so designated. Academic integrity is expected to be maintained at all times. Students should remember that any information taken from a written source must be appropriately documented or that constitutes plagiarism.

Any student cheating or helping another to cheat will receive a zero (0) on the test or assignment in question. Parents will be notified by the teacher of this occurrence.

1st Offense: Two (2) days ISS and parent notification
2nd Offense: Three (3) days OSS and parent notification

Rule 5. Damage or Destruction of Private Property Zero Tolerance

A student shall not cause or attempt to cause damage to private property or steal or attempt to steal private property either on the school grounds or during a school activity, function, or event off school grounds. A student shall not possess, sell, use or transmit stolen private property on school grounds.

Further, off school grounds, a student shall not cause or attempt to cause damage to private property belonging to a school employee where such theft or damage is because of that school employee's performance of his/her official duties.

Action to be taken:

Penalty is at the discretion of the school administration and may include, but is not limited to, full restitution, in-school suspension, out-of-school suspension, or a Student Disciplinary Panel hearing. Depending upon the severity of the offense, Safety and Security or Police may be contacted. Prosecution will be at the discretion of the owner of the private property and/or administration.

Rule 6. Damage or Destruction of School Property Zero Tolerance

A student shall not cause or attempt to cause damage to school property.
A student shall not steal or attempt to steal school property.
A student shall not possess, sell, use, or transmit stolen school property.

Action to be taken:

Penalty is at the discretion of the school administration and may include, but is not limited to, full restitution, out-of-school suspension, or a Student Disciplinary Panel hearing. Depending upon the severity of the offense, Safety and Security or Police may be contacted. Prosecution will be at the discretion of the administration.

Rule 7. Disregard of Directions or Commands Zero Tolerance

A student shall not fail to comply with reasonable directions or commands of teachers, student teachers, substitute teachers, teacher aides, principals, school bus drivers, or other authorized school personnel:

- a) on the school grounds;
- b) on the school grounds when the school is being used by any school group;
- c) off the school at school activity, function, or event; or
- d) in route to and from school.

Action to be taken:

Penalty is at the discretion of the school administration and may include, but is not limited to, full restitution, in-school suspension, out-of-school suspension, or a Student Disciplinary Panel hearing. Depending upon the severity of the offense, Safety and Security or Police may be contacted. Prosecution will be at the discretion of the administration.

Rule 8. Disruption and Interference with School Zero Tolerance

No student shall:

- (a) Occupy any school building, gymnasium, school grounds, properties or part thereof with intent to deprive others of its use, or where the effect thereof is to deprive others of its use;
- (b) Block the entrance or exit of any school building or property or corridor or room thereof so as to deprive or attempting to deprive others of access thereto;
- (c) Set fire to, attempt to set fire to, or otherwise damage any school building or property;
- (d) Discharge, display, possess or use any firearms, mace, explosives, tear gas or other weapons on school premises;
- (e) Prevent or attempt to prevent the convening or continued functioning of any school, class, activity or lawful meeting or assembly on the school campus, including but not limited to pulling fire alarms;
- (f) Prevent or attempt to prevent students from attending a class, school activity or event;
- (g) Except under the direction instruction of the principal, block or attempt to block normal pedestrian or vehicular traffic on a school campus or adjacent ground;
- (h) Continuously or intentionally make noise or act in any other manner so as to interfere with the teacher's ability to conduct his/her class;
- (i) In any manner, by the use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, insult, or other conduct, intentionally cause the disruption of any lawful mission, process or function;

- (j) Refuse to identify himself/herself upon request of any teacher, principal, superintendent, school bus driver, or other school personnel;
- (k) Urge, encourage or counsel other students to violate any rules of the Student Conduct Behavior Code;
- (l) Be on campus or enter the premises of a school without proper authorization of the superintendent, principal, or other school personnel.
- (m) Text or post inappropriate/threatening messages that interfere with the normal function of the school day in any way.

Action to be taken:

Penalty is at the discretion of the school administration and may include, but is not limited to, full restitution, in-school suspension, out-of-school suspension, or a Student Disciplinary Panel hearing. Depending upon the severity of the offense, Safety and Security or Police may be contacted. Prosecution will be at the discretion of the administration.

Rule 9. Dress Code

A student is expected to exercise good judgment in his/her choice of dress and to ensure that it is appropriate for school. Clothing, hairstyle and color, make-up, etc. must not be a distraction, immodest, inflammatory, or offensive. Students who repeatedly disregard policy will be subject to disciplinary action.

The faculty and administration will make the determination as to the appropriateness of any item. The following guidelines should be observed:

1. Students are expected to use good personal hygiene at all times.
2. Pants, skirts, and dresses must be knee-length or longer, and must have a hem.
3. No halter-tops, tube tops, or tank tops may be worn. No sleeveless or micro-sleeve tops, dresses, and shirts that expose the underarm or undergarments may be worn by either boys or girls. **Girls may not wear clothing that shows cleavage. Punishment will be ISS if their cleavage cannot be immediately covered. No undergarments may be worn as outerwear.**
4. **All shirts must be long enough to cover the waistband and back while sitting and standing.** No skin may be shown between the bottom line of the shirt and the belt line. **NO "see-thru" clothing is allowed.** Shirts will be buttoned to the second button from the top.
5. Pants will not be worn below the waist. **Students will only receive one warning for saggy pants. If saggy pants are still saggy after a student receives a warning, the student will be sent to ISS.** Pants legs must be worn at their full length. No spandex or cling-style pants will be allowed.
6. Pajama pants/lounging pants are not allowed.
7. Shoes must be worn at all times. **No bedroom shoes are allowed at school.** It is highly recommended that students wear hard-sole shoes for safety purposes.

8. NO dark glasses are to be worn in the buildings (prescription glasses are permitted, but a doctor's excuse may be required).
9. No head garments may be worn in the building. This includes sunglasses and picks on top of the head. No headbands, curlers, bandanas will be allowed. Girls may wear barrettes and hair management devices, but they must be kept in good taste.
10. Gloves will not be worn in the building.
11. No suggestive designs, emblems, or words on clothing will be permitted, e.g. drugs, or drug paraphernalia, sex, alcohol, profanity, slogans or signs that may prove to be offensive or interfere with the school's regular operation.
12. **Grooming is allowed in restrooms ONLY.**
13. **The spraying or use of any fragrance on LCHS campus is prohibited.**
14. Jeans or pants that have holes above the knee must have a clothing **garment** underneath so **NO** skin shows.
15. **NO ONE** will wear NOSE-RINGS (ornaments) or other body ornaments. No body piercing is allowed except for ears or earrings. **Students with body piercings will only receive one warning. If piercings are visible after one warning, the student will be sent to ISS. Students WILL NOT be allowed to cover piercings with items such as band-aids, etc.**
16. Jewelry or grooming items that may be used as a weapon will not be permitted (rat-tailed combs, any spiked jewelry, nail files, metal picks, chains other than necklaces, etc.)

The administration reserves the right to make the final judgment on any clothing or attire that might be in question. All teachers will enforce the dress code on a daily basis. Should a student not comply with the dress code, he/she will be required to comply before returning to class. If the student is not able to comply with the dress code, the student will be assigned to ISS for the remainder of the school day. **Students are required to adhere to the dress code as long as they are on school property including bus trips to and from school.**

If in doubt, do not wear it. If it is too short, choose long pants or jeans.

Consequences for breaking the dress code:

- | | |
|--------------------------|---|
| 1 st Offense: | One (1) day ISS |
| 2 nd Offense: | Two (2) days ISS |
| 3 rd Offense: | Three (3) days ISS, parent conference and recommendation to the Courtesy Intervention Program (CIP) or OSS. |

Rule 10. Drugs and Alcohol

ZERO TOLERANCE

A student shall not possess, sell, use, transmit, solicit, or be under the influence of any narcotic drug, depressant or stimulant drug including without limitation caffeine pills, hallucinogenic drugs, anabolic steroids, amphetamines, barbiturates, marijuana, inhalants, alcoholic beverages, or intoxicants of any kind. A student shall not possess, sell, or transmit or attempt to sell or transmit

any substance under the pretense that it is, in fact, a prohibited substance as described in this rule. The misuse of a prescription drug or nonprescription drug shall be considered a violation of this rule; however, students must follow the policy stated on pages 14-15 indicating ALL prescription drugs must be turned in to school nurse. Students are not allowed to have any drugs or medicine (prescribed or not) in their possession.

Action to be taken:

- a) **Sale or distribution**, or attempt to sell, transmit, second offenses, and all felony offenses: Mandatory referral to a Student Disciplinary Panel, which may result in long-term suspension or expulsion, as well as a mandatory report to SRO.
- b) A student shall not possess, sell, use, transmit, or solicit **any drug-related paraphernalia**, which includes, but is not limited to, pipes, water pipes, clips, rolling papers, or any other items directly related to drug use. Penalty is at the discretion of the administration and can range from parent notification to a Student Disciplinary Panel, which may result in long-term suspension or expulsion. Report to School Resource Officer (SRO).

Rule 11. False Accusation [O.C.G.A. 20-2-751.5 (a)]

A student shall not falsify, misrepresent, omit or erroneously report information regarding instances of alleged inappropriate behavior by a teacher, administrator or other school employee toward a student. Such false accusation is prohibited both on and off school grounds and hours.

Action to be taken: At discretion of school administration.

Rule 12. Fighting

Zero Tolerance

Fighting or any action in violation of state law will not be tolerated under any condition. Any student guilty of fighting or provoking a fight will be dealt with accordingly.

Fighting will not be tolerated. Anyone involved in a fighting, striking another, enticing another to fight by yelling, gesture or show of support, or similar disturbance will be removed from the situation by the SRO and transported to the Long County Sheriff's Office for parent pick-up. The student will receive the following consequences for his/her actions:

1st Offense: Five (5) days OSS and letter to parents OR 30 days Star Tracking and 1 day prevent

2nd Offense: Ten (10) days OSS and letter to parents OR 90 days Star Tracking and 1 day prevent

3rd Offense: OSS and referral to a discipline tribunal

Depending upon the severity of the offense, fighting may bring an immediate ten-day school suspension with referral to the discipline tribunal.

In certain cases, administrators reserve the right to use discretion in assigning appropriate consequences for participants in fights.

The following situations related to fighting are not allowed and are subject to disciplinary action:

1. Running to a fight,
2. Interfering with authority trying to break up a fight,
3. Encouraging others to fight,
4. Creating a fight situation by carrying messages, and/or
5. Anything that is interpreted as causing tension that may lead to a fight.

Rule 13. Gambling

The possession of gambling equipment (cards, dice, poker chips, etc.) or the act of gambling is not allowed on school property or at school functions.

Consequences for gambling or carrying gambling equipment will be as follows:

- | | |
|--------------------------|---|
| 1 st Offense: | Three (3) days ISS and letter to parents |
| 2 nd Offense: | Five (5) days ISS and letter to parents |
| 3 rd Offense: | Three (3) days OSS and letter to parents |
| 4 th Offense: | Ten (10) days OSS, letter to parents, and referral to a discipline tribunal |

Further problems will result in the student receiving longer suspensions and referral to the discipline tribunal for further action.

Rule 14. Gang Activity

No student may wear, sign, demonstrate, possess drawings/symbols, tagging or otherwise make known a gang affiliation or relationship. Long County High School is committed to remaining gang-free and will not tolerate gang or gang-like activity.

- | | |
|--------------------------|---|
| 1 st Offense: | 3 days OSS with Parent Conference upon return |
| 2 nd Offense: | 5 days OSS with Parent Conference upon return |
| 3 rd Offense: | 10 days OSS and referral to discipline tribunal |

There is ZERO TOLERANCE for a gang related fight 10 days OSS, letter to parents, and referral to discipline tribunal.

Rule 15. IDs and Agendas

ID badges should be available upon request when asked by school personnel. They **WILL NOT** be defaced in any way. Every student will receive the first ID and lanyard free of charge, but will have to purchase from the media center (on their own time before or after school, or at lunch) a replacement ID and lanyard if the original is damaged, defaced, or lost. The cost is \$15.00 (IDs are \$10.00 and lanyards are \$5.00). IDs will be checked each period. A student who does not have his/her ID should get an ID pass from A-hall office.

Failure to have an ID when asked by school personnel will result in disciplinary action.

Each student will be issued a student agenda with pages to be used as a hall pass. Each time a student is given permission to leave class during a period; the reason will be noted in the agenda. The time will also be noted upon the student's return to class. Should a student lose the agenda, a fee of \$10.00 will be charged for its replacement. **Students MAY NOT leave class without the agenda to use as their hall pass.** When the hall pass page is filled, the student will no longer be allowed to leave any class during the remainder of the semester. (Teachers may limit the number of hall passes used per semester for each class.) Students must have their agendas with them during school hours. Agendas must not be defaced and must be returned if a student transfers or leaves the school system for any reason. All students are held responsible for knowing and abiding by the regulations in the student handbook, which has been approved by the Long County Board of Education.

Consequences for ID and Agenda violations:

- The fourth offense results in 2 days lunch detention in ISS.
- The fifth offense results in two (2) days ISS.
- The sixth offense results in 3 days ISS.
- The seventh offense results in 4 days ISS.
- The eighth offense results in 5 days ISS.
- The ninth offense results in 6 days ISS.

Rule 16. Indecency-Sexual Harassment

Zero Tolerance

A student shall not perform any act of sexual intercourse, exposure of sexual organs or lewd caress or indecent fondling of the body of another person: sexual harassment of a physical or verbal nature, any lewd caress, or indecent fondling/touching of the student's own body or body of another person. Any student that desires to report sexual harassment grievances should report to the school administrator verbally and in writing or the appropriate coordinator designated in policy GAAA, or the school counselor, who will implement

the board's discriminatory complaints procedures as specified in policy.
(See Long County Board of Education Policy GAEB - Harrassment)

Action to be taken:

The penalty may range from suspension to a referral to a Student Disciplinary Panel hearing.

Rule 17. Insubordination

Zero Tolerance

Fighting, insubordination, or any action in violation of state law will not be tolerated under any condition. Any student guilty of insubordination, fighting, or provoking a fight will be dealt with accordingly. Students are required to obey the lawful instructions of any member of the professional staff at LCHS. Failure to do so is insubordination. Insubordination to a teacher, depending on the severity, may bring immediate referral to the discipline tribunal.

Action to be taken:

Penalty is at the discretion of the school administration and may include, but is not limited to, full restitution, in-school suspension, out-of-school suspension, or a Student Disciplinary Panel hearing. Depending upon the severity of the offense, Safety and Security or Police may be contacted. Prosecution will be at the discretion of the owner of the private property and/or administration.

Rule 18. Other Conduct Which is Subversive to Good Order Zero Tolerance

A student shall not perform any other act, which is subversive to good order and discipline in the school. This includes, but is not limited to, violation of local school rules, violation of state and federal law, providing false information to school personnel, possession or use of paging devices (beepers), agitations that are ethnically or racially inflammatory, loitering or trespassing, or community misconduct that would be so serious as to pose a threat to the school community.

Action to be taken:

Penalty is at the discretion of the administration and may range from warnings to suspension to a Student Discipline Panel hearing.

Rule 19. (PDA)/Relationships

Students should show respect for themselves as well as for their fellow students. Students are expected to exhibit good moral behavior at all times. Public displays of affection (PDA) will not be permitted at school or school functions. **No touching is allowed.** Punishments will range from counseling for a minor offense to ISS or OSS.

Rule 20. Physical or Verbal Abuse, Assault or Battery by a student on another student or to any other person not employed by the school ZERO TOLERANCE

A student shall not cause or attempt to cause bodily injury or to behave in such a way as could reasonably cause bodily injury to any person. A student shall not make threatening, harassing or intimidating remarks, gestures or posturing towards any student, which threatens the safety or well being of that student or has the likelihood of provoking a fight. This includes, but is not limited to, fighting, use of profanity, or ethnic, racial, sexual, or religious slurs.

- a) On the school grounds at any time;
- b) Off the school grounds at a school activity, function, or event;
- c) When either the alleged perpetrator or the alleged victim is en route to/from school activity.

Action to be taken:

Penalty is at the discretion of the school administration and may include, but is not limited to full restitution, in-school suspension, out-of-school suspension, or a Student Disciplinary Panel hearing. Depending upon the severity of the offense, Safety and Security or Police may be contacted. Prosecution will be at the discretion of the owner of the private property and/or administration.

Rule 21. Profanity

The use of profane, vulgar, or obscene writing, speech, or gestures at school or school functions is not allowed. Punishment for the use of vulgarity directed toward a teacher will result in out-of-school suspension as follows:

- | | |
|--------------------------|---|
| 1 st Offense: | Three (3) days OSS and letter to parents. |
| 2 nd Offense: | Five (5) days OSS and letter to parents. |
| 3 rd Offense: | Ten (10) days OSS and letter to parents. |

Vulgarity on campus not directed at a teacher will receive the following consequences:

- | | |
|--------------------------|---|
| 1 st Offense: | Three (3) days ISS and letter to parents |
| 2 nd Offense: | Five (5) days ISS and letter to parents |
| 3 rd Offense: | Three (3) days OSS and letter to parents |
| 4 th Offense: | Five (5) days OSS |
| 5 th Offense: | Ten (10) days OSS, letter to parents, and referral to discipline tribunal |

Rule 22. Repeated Violations/Misbehavior Zero Tolerance

Students who chronically disrupt or repeatedly violate other school rules may be charged with repeated violations of school rules or misbehavior. This rule

applies after remediation has been utilized. The student and parent must be notified in advance that further rule violations will lead to Rule 22 charge pending a Student Disciplinary Panel hearing which may result in long-term suspension or expulsion. **This will occur after a student has received 10 referrals.**

Action to be taken:

Penalty is out-of-school suspension and Student Disciplinary Panel hearing.

Rule 23 School Bus Safety Guidelines

1. Students will follow directions of the driver at all times.
2. Students will safely wait for, board, and exit the bus only at their assigned bus stops.
3. Students will look for traffic and wait for driver's signal to cross the road in front of bus.
4. Students will remain properly seated at all times.
5. Students will keep hands, head, arms, and legs away from windows and confined to their own seat area.
6. Students will talk quietly. Loud voices, profanity, radios, or tape players are not allowed.
7. Students will not eat, drink, and chew gum or bring/use tobacco products on the bus.
8. Students will not bring animals, glass objects, or items too large to hold.
9. Students will help keep their bus clean and in good, safe condition.
10. Weapons of any sort (guns, knives, sharp objects, mace, etc.) are not allowed on the bus.
11. No loitering after school. All students must report directly to the bus.
12. Any emergency request to ride a bus or a different bus must be requested in writing by the parent and turned into the front office before lunch. Students will be allowed to get off the bus only at school and at home. Additional locations for students to get off the bus must be requested in writing by the parents.

Students who are transported to and from school by Board of Education buses are under school jurisdiction from the time they board the bus in the morning until they exit the bus in the afternoon. School bus drivers are responsible for the behavior of the students being transported and have the authority to correct and/or reprimand students as necessary. Bus students are expected to obey the rules and regulations printed in the RIDE GUIDE. Students who misbehave on the bus will be referred to the administrative staff and will receive the appropriate punishment for their behavior. Once bus students have arrived on campus, they are not allowed to leave campus for any reason unless a parent checks them out.

Action to be taken:

1st Offense: Student-Administration Conference & Notify Parents

2 nd Offense:	Two (2) days bus suspension & Notify Parents
3 rd Offense:	Five (5) days bus suspension & Notify parents Administration-Student-Parent Conference required before riding privileges restored.
4 th Offense:	Ten (10) days bus suspension & Notify parents Referral to principal for denial of riding privileges for the remainder of the school year.

Severe misbehavior will be dealt with on an individual basis and may result in immediate referral to the Principal and a permanent denial of bus privileges.

Rule 24. Search and Seizure

School lockers, desks, cabinets and other school property will be jointly accessible to students and school authorities and shall be subject to inspection and search by school authorities at all times without further notice to students, parents, or any other party placing items therein. Sweeps of school facilities may be conducted using sniffing dogs and metal detectors.

Rule 25. Selling Merchandise and Posting Signs

Students are not permitted to sell any merchandise at school without the approval of the administration. Only those sales that are sponsored by school classes and clubs are allowed, and all such activities must be approved in advance. Students may not sell merchandise for their own profit or for profit to organizations outside the school. Students are prohibited from posting signs around the school without prior approval by the administration. Advertisements for activities outside the school and not sponsored by the school are not allowed.

1 st Offense:	Three (3) days ISS
2 nd Offense:	OSS until parent conference
3 rd Offense:	OSS or STAR

Rule 26. Skipping/Cutting Class

Zero Tolerance

Any student who is more than five (5) minutes late to class without a pass from an administrator or counselor will be considered cutting class. Any student who is not in his/her assigned class at the assigned time will be considered skipping/cutting class.

Action to be taken:

1 st Offense:	Three (3) days ISS and parent conference
2 nd Offense:	Three (3) days OSS or 30 Days STAR Tracking/ One (1) Day Prevent
3 rd Offense:	Five (5) days OSS or Full STAR Program
4 th Offense:	Ten (10) days OSS, letter to parents, and referral to discipline tribunal

Rule 27. Skipping School

Zero Tolerance

A student shall not be absent from school or from any class or other required school function during required school hours except for illness or other providential cause, except with written permission of the teacher, principal, or other duty authorized school official; nor shall any student encourage, urge or counsel other students to violate this rule. A student may not leave school grounds before the end of the school day, after his/her initial arrival on campus, without the permission of a duly authorized school official.

- 1st Offense: OSS until parent conference and Three (3) days ISS or CIP
2nd Offense: Three (3) days OSS or 30 days STAR tracking and One (1) day prevent
3rd Offense: Five (5) days OSS or Full STAR Program
4th Offense: Ten (10) days OSS, letter to parents, and referral to discipline tribunal

Rule 28. Student Behavior Rules

1. At all times, students must conduct themselves in a manner that respects the rights of other students and staff. These codes of conduct include:
 - the right to a safe, non-threatening environment,
 - the right to courtesy at all times,
 - the right to protection of private property,
 - the right to a clean school environment,
 - the right to hear only acceptable language.
2. Students are required to attend all classes.
3. Students are expected to arrive to each class on time with adequate supplies needed for that class.
4. Students arriving late for school in the morning must sign in at the main office. Students leaving during the day must sign out at the office also.
5. Students are only permitted in the following areas before school or during lunch:
 - lunchroom,
 - commons area located around the oak tree and the area behind the
 - gym between A hall and B hall
6. Students who misbehave in assemblies will be sent to ISS.
7. **Students will not be allowed to eat or drink in the school buildings nor bring unfinished food or drink items in the buildings.**
 - 1st Offense: Two (2) days ISS
 - 2nd Offense: Three (3) days ISS
 - 3rd Offense: Four (4) days ISS
8. The drink cage is for students' use during lunch break only.
9. Sleeping will not be permitted in class.

Rule 29. Tardies to Class

All students must be in their assigned areas on time. Failure to comply with the tardy bell is a serious violation of school policies. Tardiness is defined as failure to be in the room and properly seated (assigned seat) when the bell begins to ring. **Any student who misses more than 15 minutes of class will be counted absent.** Excessive tardiness will result in parent conference and suspension. Students are only allowed three (3) tardies per nine weeks without consequence.

- The fourth offense results in 2 days lunch detention in ISS.
- The fifth offense results in two (2) days ISS.
- The sixth offense results in 3 days ISS.
- The seventh offense results in 4 days ISS.
- The eighth offense results in 5 days ISS.
- The ninth offense results in 6 days ISS.

Any student who is tardy to school should have a note signed by his/her parent stating the reason for the tardiness. Reporting to school or class on time is critical to our instructional process.

Rule 30. Terroristic Threats

ZERO TOLERANCE

Any verbal or written threats to do harm to students, teachers, or school property will be taken seriously. Any student activating a fire alarm under false pretenses or making a bomb threat will be dealt with severely. Minimum penalty for violation of this policy will be suspension from school pending a Discipline Tribunal Hearing, which may result in suspension for the remainder of the year and/or permanent expulsion. Local law enforcement will be immediately notified and may press charges.

Action to be taken: At discretion of school administration.

Rule 31. Theft

Theft is an offense, which will necessitate out-of-school suspension, notification of parents, and law enforcement personnel depending upon the value of the item(s) stolen.

Action to be taken: At discretion of school administration.

Rule 32. Tobacco

ZERO TOLERANCE

Tobacco and tobacco products are not allowed on campus during school hours, on school property (buses), or at any school-sponsored function.

Punishment will be as follows:

- 1st Offense: Five (5) days ISS and parent conference required
 2nd Offense: Three (3) days OSS or 30 days STAR Tracking and One (1) Day Prevent
 3rd Offense: Five (5) days OSS or 60 days STAR Tracking and One (1) Day Prevent

Further problems will result in the student being referred to the discipline tribunal for further action. Loss of school privileges as determined by the administrator.

Rule 33. Weapons, Dangerous Instruments and Explosive/Implosive Devices. ZERO TOLERANCE

A student shall not possess, handle, transmit, or threaten with any object that can reasonably be considered or converted to and/or used as a weapon such as, but not limited to, knives, guns, pellet guns, brass knuckles, firecrackers, cigarette lighters:

- a) On the school grounds at any time;
- b) Off the school grounds at a school activity, function, or event or;
- c) When either the alleged perpetrator or the alleged victim is en route to or from school or to and from a school activity, function or event.

Action to be taken:

Penalty is at the discretion of the school administration and may include, but is not limited to, full restitution, out-of-school suspension, or a Student Disciplinary Panel hearing. Police authorities will be notified. Notice of Senate Bill 563 dealing with possession of weapons and possible state penalties is conspicuously displayed at the main entrance to the school

UNSAFE SCHOOL CHOICE OPTION (USCO)

Major offenses including, but not limited to, drug and weapon offenses, could lead to Long County High School named as an unsafe school according to State Board of Education Rule 160-4-8-.16 UNSAFE SCHOOL CHOICE OPTION (USCO).

Academic Information

TRANSCRIPTS

A student may obtain a transcript from the counselor's office. Only unofficial transcripts are issued to students and parents. Official transcripts are sent directly to schools and employers upon written request.

SCHEDULE CHANGES

No student may drop a course or change a schedule in any way without the consent of a counselor and/or principal, the advisor, the teacher of the course to be dropped, the teacher of the course to be added, and the student's parents.

Reasons for changing schedules are: (1) class already taken and passed; (2) prerequisite class(es) not taken; or (3) class does not fit program of study. Except in cases of extreme need, students may not enter a class after the fifth day of the semester. After the fifth day of the semester, students must remain in the course.

GRADUATION REQUIREMENTS

TOTAL UNITS REQUIRED FOR GRADUATION

Students entering 9 th grade in 2007-2008	24
Students entering 9 th grade in 2008-2009	25
Students entering 9 th grade in 2009-2010	25
Students entering 9 th grade in 2010-2011	25
Students entering 9 th grade in 2011-2012	25

GRADE PLACEMENT

For this school year, the following credits are required for grade placement:

Grade	2007-2008	2008-2009 thru 2009-2010	2010 – 2011 and 2011-2012 and after
10 th Grade	4	5	5
11 th Grade	10	12	11
12 th Grade	17	20	18

Grade placement is determined only at the beginning of the school year. There is no mid-year promotion.

Descriptor Term HIGH SCHOOL GRADUATION REQUIREMENTS	Descriptor Code	Issue Date
	Rescinds 2003-2004	Issued May 10, 2004 April 14, 2003

An addendum will be given to parents for informational purposes that lay out the graduation requirements specifically.

GHS GT Variances

In order to qualify for a state variance for the Georgia High School Graduation Test, a student must meet the following criteria:

- Attempt the failed section of the GHS GT four or more times;
- Successfully complete structured remedial class/review sessions after each failed attempt;
- Pass three of the five sections of the Georgia High School Graduation Test;

- Pass related End of Course Tests;
- Be on track for graduation;
- Have a 90 percent or better attendance rate for grades 9-12;
- Obtain a scale score within one Standard Error of Measurement (SEM) of passing

The student and parent or guardian shall submit requests for a variance of a high school graduation test in writing to the Long County School Superintendent. The request shall specify the following: the rule(s) and requirement(s) that are to be waived or varied, including the specific provisions; the specific facts which would justify a variance or waiver for the student; the reason why the variance or waiver requested would serve the purpose of the underlying requirement; and permission for a review of all records - including special education - pertinent to the request.

GHS GT Waivers

A student may apply for a waiver if they meet one of the following criteria:

- Disability Waiver – A student’s disability is directly related to his or her ability to pass a particular section of the high school graduation assessment; or
- Hardship Waiver – The student did not have a reasonable opportunity to pass a particular section of the high school graduation assessment due to substantial hardship beyond the student’s control.

Any application, whether it is for a variance or a waiver, is made in an effort for said student to receive a high school diploma. The application does not allow for participation in the Long County High School graduation commencement exercises.

LOCAL REQUIREMENTS

The Long County High School Administration has the authority to waive local requirements for students entering the system with scheduling conflicts because of local and/or additional state requirements.

HONORS CLASS REQUIREMENTS

ALL students who are seeking enrollment in Honors or Advance Placement courses must meet the following criteria related to each specific course:

Honors English:

Meet minimum score requirement based on most recent standardized test:

- 8th Grade Language Arts CRCT – 835
- 9th Grade Literature/Composition EOCT – 435

- 11th Grade American Literature EOCT – 435

Students must also meet at least **TWO** of the following three requirements:

- Recommendation of previous English teacher
- Grade in previous English class must be 80 or above
- Passing score on a timed essay test (in the style of the AP exam)

AP US History:

Meet **BOTH** of the following requirements:

- Recommendation of previous Social Studies teacher
- Grade in both social studies classes must be 80 or above

AP Chemistry:

Meet **BOTH** of the following requirements:

- Earned a credit in a first-year high school chemistry course
- Successful completion of Math II or Algebra II

Honors Science Classes:

Meet at least **TWO** of the following three requirements:

- 80% or higher in previous science course
- recommendation of previous science teacher
- "exceeds" or "honors" on most relevant prior standardized testing
 - honors biology based on 7th grade life science CRCT
 - honors physical science based on 8th grade physical science CRCT
 - honors chemistry/physics based on biology/physical science EOCT

AP Statistics:

- Recommendation of previous math teacher
- Grade in previous math course must be 80 or above

Accelerated Math:

Students must meet at least **TWO** of the following three requirements:

- Recommendation of previous math teacher
- Grade in previous math course must be 80 or above

- Meet the following score requirement based on the most recent standardized test:
 - 8th Grade Mathematics CRCT—835
 - 9th Grade Math I EOCT—435
 - 10th Grade Math II EOCT—435

Students may only advance to the next Accelerated course if they have completed the previous Accelerated course, unless authorized by the teacher.

VALEDICTORIAN AND SALUATORIAN POLICY FOR LONG COUNTY SCHOOL SYSTEM

In order to be declared valedictorian or salutarian, a student must have attended Long County High School for two full school years. Class ranking will be based on the student's total GPA for grades nine through twelve. The GPA will be determined by averaging the actual numerical grades received in all classes. A student must be eligible to receive a College Preparatory, College Preparatory with Distinction, or College Preparatory/Technology-Career Preparatory seal.

Unless a grading scale is provided grades transferred into the system as a letter grade will be computed as follows: A=95; B=85; C=75; D=70; F=69

WITHDRAWAL

A student wishing to withdraw from Long County High School and not transfer to another school must be 16 years of age and have parent permission. A student withdrawing and transferring to another system must obtain a withdrawal form from the counselor's office. A parent/guardian signature will be required. The student should notify the counselor three (3) days in advance of the intention to withdraw. All textbooks and library books must be returned and all fines paid before the counselor will release the withdrawal form.

An unemancipated minor who is older than the age of mandatory attendance who has not completed all requirements for a high school diploma and wishes to withdraw from school must have the written permission of his or her parent or legal guardian prior to withdrawing. Before accepting such permission, the school principal or designee must hold a conference with the students and parent to share the educational options available and the consequences of not having earned a high school diploma.

RELATED PROGRAMS

Guidance Department

The guidance department is under the direction of the counselor. Guidance services offered by the school are designed to assist the student in making adequate choices and plans. Among the services offered by this department are

educational, vocational, and personal counseling, standardized testing, maintaining files, enrollment, withdrawing, and scheduling of classes. Others services offered to students, parents, and faculty members, may include, but are not limited to, exploring career opportunities; assisting in college or technical school selections; giving information on grants, loans, and other financial aid; providing achievement and aptitude testing; meeting with seniors during first semester to check transcripts and making sure that graduation requirements are being met; and meeting with freshmen to formulate a four-year plan of study.

Students may schedule appointments with the counselor through their classroom teacher. The counselor will schedule the appointment and send for the student at the appropriate time.

Honors Day

During the spring, an awards assembly will be held to honor students who have made the highest academic average in each class during the year. At this time, students who have earned other awards will also be honored.

Star Student

To qualify as Star Student, a student must meet all the following conditions:

1. Be in the upper 10 percent, of students scholastically in his/her graduating class.
2. Be enrolled at LCHS for the full two years before graduation, (i.e. as a Jr. & Sr.).
3. Be taking a minimum of six (6) Carnegie Units per year and physically attending those classes at the high school for the entire year. A joint enrollee is eligible for STAR honor awards if he/she can meet the requirements. To determine a joint enrollee's rank in the class, college and high school grades will be averaged.
4. Score the highest on the SAT on any one sitting on any national test date through the November test date.
5. Must make a score equal to or higher than the latest available national average on all three sections of the SAT.

The Star Student, based on the educator in his/her educational experience that made the most outstanding contribution to the Star Student's years in school, selects the Star Teacher.

Honor Graduate

A student may achieve the recognition of Honor Graduate by maintaining a cumulative average of 90 or above for the four years in high school. Grade point averages WILL NOT BE ROUNDED.

Hope Scholar

The HOPE Scholarship Program is funded by the Georgia Lottery for Education. At both public and private colleges and universities, and technical institutes, the HOPE Scholarship offers assistance with tuition, mandatory fees, and book allowance. At a private college or university, students may also receive a \$1000 Georgia Tuition Equalization Grant.

To qualify, the student must:

- be a U.S. citizen or permanent resident alien
- be a legal Georgia resident
- attend one of the approved colleges, universities or technical institutes in Georgia. (HOPE is not available for students who attend out-of-state colleges.)
- earn a "B" average. This means a cumulative average of 80 or higher for college prep students and a cumulative average of 85 or higher for non-college prep students. Grade point averages will be based on your CORE CLASSES. As of the class of 2007, all grades in courses attempted will be averaged for HOPE eligibility. This means that a class, which is failed and re-taken, will have both grades used in computing HOPE eligibility.

Students may apply for HOPE in two ways: applying on-line and filling out the Free Application for Federal Student Aid (FAFSA). For more information about the HOPE Scholarship, visit the school guidance office or call 1-800-546-HOPE.

DUAL ENROLLMENT

LCCHS students may participate in two dual enrollment programs:

Dual Enrollment/HOPE: This program is for students enrolling in a technical college. Students must meet entrance requirements established by the college. Courses taken under this program will earn credit at LCCHS as well as the technical college.

ACCEL: This program is for students enrolling in a two-year or four-year college. Students must meet SAT eligibility requirements established by the college. Courses will earn credit at LCCHS and the college level, but must be core area courses on a state-approved list.

CODE OF ETHICS FOR EDUCATORS

The Code of Ethics for Educators defines the professional behavior of educators in Georgia and serves as a guide to ethical conduct. The Professional Standards Commission has adopted standards that represent the conduct generally accepted by the education profession. The code defines unethical conduct justifying disciplinary sanction and provides guidance for protecting the health, safety and general welfare of students and educators, and assuring the citizens

of Georgia a degree of accountability within the education profession. For more information, visit: <http://www.gapsc.com/Rules/Current/Ethics/505-6-.01.pdf>

NONDISCRIMINATION

The Long County Board of Education does not discriminate on the basis of age, disability, race, national origin including limited English proficiency, religion, color, or sex/gender in its educational programs and activities, facilities, athletic programs, or employment practices as required by the Age Discrimination Act of 1975, Section 504 of the Rehabilitation Act of 1973 (Section 504), Title II of the American with Disabilities Act of 1990 (Title II); Title VI of the Civil Rights Acts of 1964 (Title VI), Title IX of the Education Amendments of 1972 (Title IX), and the Equity in Sports Act, O.C.G.A. 20-2-315.

Questions, concerns or complaints relating to the nondiscrimination policies and practices of the Long County School System should be addressed to the following appropriate personnel:

Karen Swindell, Sports Equity and Title IX Coordinator Specific to Athletics, Long County High School, P. O. Box 579, Ludowici, GA 31316; (912) 545-2135

Donna Manning, Special Education/504 Coordinator
Long County BOE Annex, P. O. Box 428, Ludowici, Georgia 31316;
(912) 545-2367.

Kathy Simmons, Director of Federal Programs, Long County Board of Education, P. O. Box 428, Ludowici, GA 31316; (912) 545-2367

COMPETITIVE INTERSCHOLASTIC ACTIVITIES ELIGIBILITY

All students participating in competitive interscholastic activities, as defined by GHSA, must be on track for graduation and meet eligibility requirements. Eligibility is based on the subjects/units passed the previous term and being "on track" which is based on the accumulated units at the end of each school year. Summer school is considered part of the second semester/term.

ELIGIBILITY REQUIREMENT

Classes passed previous semester must total at least 2.5 Carnegie units that count towards graduation.

Students who entered ninth grade before 2009, the following is the number of units required to be on track:

- 1st Year - 4 units
- 2nd Year - 10 units
- 3rd Year - 16 units

Students who enter ninth grade for the 2009-2010 school year, the following is the number of units required to be on track:

- 1st Year - 5 units
- 2nd Year - 10 units
- 3rd Year - 16 units

Students who enter ninth grade for the 2010-2011 school year, the following is the number of units required to be on track:

- 1st Year - 5 units
- 2nd Year - 11 units
- 3rd Year - 16 units

Student who enter ninth grade 2011 and after, the following is the number of units required to be on track:

- 1st Year - 5 units
- 2nd Year - 11 units
- 3rd Year - 17 units

If spring semester and summer school are being used to determine fall eligibility, then the semester averages and subjects passed will involve ALL subjects taken in spring semester and summer school. The course must be listed in the school course offering and credit must be applied toward graduation. Independent study course credit taken in summer school is not acceptable for gaining eligibility. In determining eligibility for students, summer school credits earned on nonaccredited home study programs or nonaccredited private schools are not recognized. Accreditation recognized under this rule shall be from one of the following: Georgia Accrediting Commission, a national or regional accreditation agency. Eligibility is concerned with subjects/units passed the previous semester, and grades made in that semester.

Parent/Guardian Right to Know

The Long County School District informs parents of the right to request information about the professional qualifications of their student's teacher(s). The parents or guardians of any student attending a school within the Long County School System may request information regarding the professional qualifications of the student's classroom teacher, including a description of the professional certificate held by the teacher for the grade levels and subject areas in which the teacher provides instruction, whether or not the teacher is teaching under a provisional or probationary certificate issued by the Georgia Professional Standards Commission, and information regarding the educational background of the teacher, including a description of the teacher's undergraduate degree and major and graduate degrees, if any, with graduate fields of study or additional certification areas. Parents may also have the right to know if their child is receiving services from a paraprofessional, and if so, the paraprofessionals

qualifications. Any requests for the qualifications of a teacher or paraprofessional should be submitted in writing to the Principal of the school in which the student attends and should be delivered by regular mail or personally to the Principal of the school.

Title I

The purpose of the Title I, Part A funds is to ensure that all students have a fair, equal, and significant opportunity to obtain a high quality education and reach, at a minimum, proficiency on the State Board adopted content and achievement standards. Schools receiving Title I funds are to ensure that the educational needs of low-achieving students in low income schools are being met and that the school is closing the achievement gap between high and low performing students, especially the achievement gaps between minority and nonminority students and between socioeconomically disadvantaged students and more advantaged peers.

Long County High School is a school wide Title I program school. A school wide Title I program school may use Title I, Part A funds coupled with other Federal education funds to upgrade the school's entire educational program, rather than to target services only on identified children. By affecting the entire program of instruction, the overall education of children in the most impoverished schools can be improved.

NOTICE TO PARENTS/GUARDIANS AND ELIGIBLE STUDENT OF RIGHTS UNDER FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) AND PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Under the Family Educational Rights and Privacy Act (20 U. S. C. 1232g) (the "Act"), you have a right to:

- (1) Inspect and review, within 45 days of a request, the education records of a student who is your child, or in the case of a student who is eighteen (18) or older, or those who are emancipated, your own education records. Parents or eligible students should submit to the Superintendent a written request identifying the record(s) they wish to inspect. The Superintendent will arrange for access and provide notice of such arrangements.
- (2) Request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. To request the school district to amend a record, parents or eligible students should write the school principal, specify the part of the record they want changed, and specify why it is inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the district decides not to amend the record, it will notify the parents, or eligible students of the decision and inform them of their right to a

- hearing. Additional information regarding the hearing procedure will be provided with the notification of the right to a hearing.
- (3) Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent at the Act and the regulations promulgated pursuant to the Act authorize disclosure without consent. One exception, which permits disclosure without consent, is to school officials with legitimate educational interest. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member; a member of the school board; a person with whom the district has contracted to perform a specific task (such as attorney, auditor, or therapist); or a parent or student serving on an official committee (such as a disciplinary or grievance committee.) A school official has a legitimate educational interest if the official needs to review and educational record in order to fulfill his/her professional responsibility. Upon request, the school district forwards educational records without prior consent to another school in which the student seeks or intends to enroll.
 - (4) The Long County School District has designated the following information as directory information:
 - i. Student's name, address and telephone number;
 - ii. Student's date and place of birth;
 - iii. Student's participation in official school clubs and sports;
 - iv. Weight and height of student if he/she is a member of an athletic team;
 - v. Dates of attendance at the Long County School System;
 - vi. Honors and awards received during the time enrolled in Long County School System;
 - vii. Video, audio or film images or recordings;
 - viii. Photograph for school and school system publication;
 - ix. Program of study; and
 - x. Electronic mail address.

Unless you, as a parent/guardian of eligible student, request otherwise, this information may be disclosed to the public upon request. In addition, two federal laws require school systems receiving federal financial assistance to provide military recruiters or institutions of higher learning, upon request, with name, address, and telephone numbers unless parents have advised the school system that they do not want their student's information disclosed without their prior written consent. You have the right to refuse to allow all or any part of the above information to be designated as directory information and to refuse to allow it to be disclosed to the public upon request without your prior written consent. If you wish to exercise this right, you must notify the principal of the school at which the student is enrolled in writing within 5 days after officially enrolling in school or within 5 days of the date of the release of this notice.

- (5) File with the United States Department of Education a complaint under 20 C. F. R. 99.63 concerning the alleged failures by the Long County Board of Education to comply with the requirements of the Act or the regulations promulgated thereunder. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U. S. Department of Education, 400 Maryland Avenue, SW, Washington, D. C. 20202-4605.
- (6) You are also notified that from time to time students may be photographed, video taped, or interviewed by the news media at school or some school activity or event; unless you, as a parent/guardian object in writing to your student being photographed, video taped or interviewed to the principal of the school where you student is enrolled. You must notify the principal of the objection by the date specified above. The principal will take reasonable steps to control the media's access to students. However, your submission of a written objection does not constitute a guarantee that your student will not be interviewed in circumstances which are not within the knowledge or control of the principal.

PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

- (1) Parents and eligible students (18 or older or emancipated minors) shall be notified at the beginning of the school year of the approximate dates during the school year when any of the activities listed below are expected to be scheduled. The Board of Education has developed and adopted policies, in conjunction with parents, regarding activities described in paragraph 1. In accordance with Board policies, prior written consent must be obtained from parents before students are required to submit to any survey that contains questions about one or more of the areas listed in subparagraph (1) (A) and that is funded in whole or in part by the U. S. Department of Education. You have the right to inspect any survey or instrument used in the collection of information under subparagraphs (1) (A) and (1) (B) before the instrument is administered or distributed to a student and to opt your student out of participation in any activities described in paragraph (1) in accordance with regulations developed by the Superintendent.
 - (A) The administration of any survey containing one or more of the following items:
 - (i) Political affiliations or beliefs of the student or the student's parents;
 - (ii) Mental or psychological problems of the student or the student's family;
 - (iii) Sex behavior or attitudes;
 - (iv) Illegal, anti-social, self-incriminating, or demeaning behavior;
 - (v) Critical appraisals of other individuals with whom respondents have close family relationships;

- (vi) Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
 - (vii) Religious practices, affiliations, or beliefs of the student or student's parent; or
 - (viii) Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program), without prior written consent of the parent or eligible student.
- (B) Activities involving the collection, disclosure, or use of personal information collected from students for marketing or for selling that information (or otherwise providing that information to others for that purpose).
 - (C) Any non-emergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school and scheduled by the school in advance, and not necessary to protect the immediate health and safety of the student, or of other students.
- (2) You may, upon request, inspect any instructional material used as part of the educational curriculum for your student.
 - (3) The school is required by federal law to give this notice to parents. However, the school does not have scheduled any such activities as are described in paragraph 1. If any such activities are initiated during the school year, you will be notified accordingly and will be afforded all the rights described herein.

**Long County High School
Parental Involvement Policy**

The Long County High School affirms and assures the right of parents and legal guardians of children being served in activities funded by Title I the opportunities to participate in the planning, design and implementation of the Title I program and its activities.

A. Long County High School shall involve parents in the joint development of a written parent involvement policy that shall be incorporated into the school system's plan under section 6312 of the Elementary and Secondary Education Act (ESEA). The school system shall involve parents in the process of school review and improvement under section 6316 through input received from school level improvement committees, school council meetings with parent membership and through input received from other parent meetings or written surveys. The school system shall also establish expectations for parent involvement through written information distributed to parents through system, school, and classroom newsletters, parent contracts, the local media, as well as through school or system websites.

B. Long County High School shall provide coordination, technical assistance and other support necessary to assist participating schools in planning and implementing effective parent involvement activities to improve student academic

achievement and school performance through the distribution of written information and resources and through meetings in or out of the school involving appropriate personnel.

C. Long County High School shall build the capacity of the school and parents for strong parental involvement through a variety of activities to include but not limited to the following:

- Providing information to parents in written form or through meetings on topics such as the State's academic content standards, State and local student academic achievement standards/assessments, and the requirements of parent involvement under the law.
- Providing materials and training to help parents work with their children and monitor their progress to improve their children's achievement.
- Training educational staff on how to build ties between parents and the school.
- Coordinating and integrating parent involvement strategies with Head Start, Pre-K programs and other programs, to the extent feasible and appropriate by communicating directly and indirectly with these agencies through verbal or written information when needed.
- Sending information to parents in a format and, to the extent feasible, in a language that parents can understand.
- Providing reasonable support for parental involvement activities as parents may request or as the school or system deems appropriate or necessary.

D. Long County High School shall conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of the parent involvement policy to determine whether there has been increased participation and whether there are barriers to greater participation, particularly by parents who are economically disadvantaged, disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background. This data will be obtained from parent, committee or school council meetings or through parent surveys. Long County High School shall, to the extent possible, implement the activities to meet the federal requirements under Title I, Part A, Sec. 6318. It shall encourage and support activities that allow the schools to effectively involve parents, which place a positive impact on student success.

Parent – Teacher Organization (PTO)

A parent-teacher organization (PTO) is a formal organization composed of parents, teachers and staff that is intended to facilitate parental participation in a public school. The goal of all parent-teacher groups is to support their schools, encourage parent involvement, support teachers, and organize family events. If you are interested in joining, contact the principal.

Long County High School

Parent/Student Handbook Acknowledgement Form

By signing below, we acknowledge that our family has received a copy of the LCHS Student Handbook including the Code of Conduct and that we have reviewed this handbook with our child. We acknowledge that we understand the following information in this handbook:

- Dress Code Pages 38-39
- Attendance Policy Pages 7-10
- Cell Phone/Electronic Device Pages 35
- Parent Involvement Policy Pages 61-62
- Code of Conduct Pages 31-49
- Parent/Teacher/Student Compact Page 65

We further acknowledge that if we object to our child participating in any of the following, we must contact his/her principal in writing within ten days of the student's enrollment:

- Interviewing, photographing, and videotaping of students by staff or news media
- Your child's participation in any student club or organization (page 13-14)

Signature of Parent/Guardian Date

I have read and am familiar with the LCHS Parent/Student handbook and am aware of all policies, rules, and regulations as stated therein, including the student code of conduct for Long County High School.

Signature of Student Date

Student's Printed Name Date

NOTICE TO PARENTS/GUARDIAN

After reading this handbook and reviewing it with your child, please sign above, detach this page, and have your child return it to his/her 1st period teacher within five (5) days.

**PARENT/STUDENT/TEACHER COMPACT
LONG COUNTY HIGH SCHOOL**

TEACHER AGREEMENT – I believe that each child can be successful. I will:

- Believe that each child can learn
- Show respect for each student and his/her family
- Enforce school and classroom rules fairly
- Demonstrate professional behavior and a positive attitude
- Come to class prepared to teach
- Seek ways to involve parents in the school program

Teacher Signature _____ Date _____

STUDENT AGREEMENT – I believe that I can be successful. I will:

- Attend school regularly and on time
- Show respect for myself, my school and other people
- Believe that I can and will learn
- Obey the school and its rules
- Always try to do my best in my work and my behavior
- Work cooperatively with my classmates, teachers and other school staff

Student Signature _____ Date _____

PARENT/GUARDIAN AGREEMENT – I believe that my child can be successful. I will:

- See that my child is punctual and attends school regularly
- Communicate with my child's teachers on a regular basis
- Support the school in developing positive behaviors
- Provide a home environment that encourages my child to learn
- Stay aware of what my child is learning

Parent/Guardian Signature _____ Date _____

ADMINISTRATIVE TEAM AGREEMENT – I believe LCHS will continue to be successful. We will:

- Provide an environment that allows for positive communication between the teacher, parent and student
- Support the teachers in providing high quality instruction
- Provide a safe and orderly environment conducive to learning
- Encourage students, their families and staff to keep this compact

Principal _____ Date _____

Assistant Principal _____ Date _____

1st Nine Weeks Progress Report

1st Nine Weeks Progress Report				
PERIOD	CLASS/COMMENTS	ABS	AVG	TEACHER
1				
2				
3				
4				
5				
6				
7				

Parent's Signature

Date

2nd Nine Weeks Progress Report

PERIOD	CLASS/COMMENTS	ABS	AVG	TEACHER
1				
2				
3				
4				
5				
6				
7				

Parent's Signature

Date

3rd Nine Weeks Progress Report

PERIOD	CLASS/COMMENTS	ABS	AVG	TEACHER
1				
2				
3				
4				
5				
6				
7				

Parent's Signature

Date

4th Nine Weeks Progress Report

PERIOD	CLASS/COMMENTS	ABS	AVG	TEACHER
1				
2				
3				
4				
5				
6				
7				

Parent's Signature

Date