

LONG COUNTY HIGH SCHOOL

"Where Success Is The Only Option!"

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

This agenda belongs to:

Name: _____

Address: _____

City/Town: _____ Zip: _____

Telephone: _____

Advisor: _____

Message from the Principal of Long County High School

Dear LCHS Parents and Students,

Welcome to the home of Blue Tide! 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 and the responsibilities 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, you should contact your teachers, counselor, or administrators for help.

This planner can also serve as an organizational tool, and you are encouraged to use the calendar pages to note assignments, projects and tests in order to be better prepared. Because it also serves as the Long County High School hall pass, it is essential that you carry it with you throughout the day.

Long County High School has quickly built a reputation of “academic excellence and quality conduct in a positive environment.” That is because of the tremendous effort and hard work of our students, parents, faculty and staff. Continue to pursue these goals of excellence throughout this school year. Study hard and seek academic help before or after school. Participate in extra-curricular activities and hold yourself to the highest standards of conduct.

It is our goal to provide the best education for all students. We trust that your experience with LCHS will enhance your faith in public education that proves this school to be worthy of your love and support.

Have a great school year!

Dolores Mallard, Ed. D.
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 Monday of each month at 6:30 p.m. Meetings are held in the Board of Education Building on McDonald Street.

Superintendent.....Dr. Robert Waters

School Board Members

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

School Administration

Principal.....Dr. Dolores Mallard
Vice-Principal.....Mr. Scotty Hattaway

School Council

Long County High School has established a school council which 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 11:00 a.m. until 12:00 p.m. on the third Wednesday of the following months: September, November, January, & March.

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 also 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.

LONG COUNTY HIGH SCHOOL 2009-2010 CALENDAR

School starts	August 7
Labor Day Holiday	September 7
Progress Report #1	September 9
In-Service Day (Student Holiday)	October 12
1 st 9 weeks end	October 9
Report Cards Issued	October 16
Progress Report #2	November 12
Thanksgiving Holidays	November 23-27
2 nd 9 weeks end	December 18
Christmas Break	December 21-January 1
In-Service Day (Student Holiday)	January 4
School resumes	January 5
Report Cards Issued	January 8
Martin Luther King, Jr. Teacher/Student Holiday	January 18
President's Day Teacher/Student Holiday	February 15
Progress Report #3	February 5
3 rd 9 weeks end	March 10
Spring Holiday Teacher/Student Holiday	March 12
Report Cards Issued	March 17
Spring Break	April 5-9
Progress Report #4	April 20
Last Day of School & Graduation	May 21
Memorial Day Teacher Holiday	May 25
Post-planning	May 25-28
Report Cards Issued (1:00 – 3:00)	May 28

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.**

2009 - 2010 Bell Schedule

Block	Period	1st Lunch	Minutes
1	1	7:55 a.m. - 8:40 a.m.	45
	2	8:45 a.m. - 9:30 a.m.	45
2	3	9:35 a.m. - 10:20 a.m.	45
	4	10:25 a.m. - 11:10 a.m.	45
3	5	11:15 a.m. - 12:00 p.m.	45
	Lunch	12:05 p.m. - 12:35 p.m.	30
	6	12:40 p.m. - 1:25 p.m.	45
4	7	1:30 p.m. - 2:15 p.m.	45
	8	2:20 p.m. - 3:05 p.m.	45

Block	Period	2nd Lunch	Minutes
1	1	7:55 a.m. - 8:40 a.m.	45
	2	8:45 a.m. - 9:30 a.m.	45
2	3	9:35 a.m. - 10:20 a.m.	45
	4	10:25 a.m. - 11:10 a.m.	45
3	5	11:15 a.m. - 12:00 p.m.	45
	6	12:05 p.m. - 12:35 p.m.	30
	Lunch	12:35 p.m. - 1:05 p.m.	30
	6	1:10 p.m. - 1:25 p.m.	15
4	7	1:30 p.m. - 2:15 p.m.	45
	8	2:20 p.m. - 3:05 p.m.	45

Morning Assembly Schedule

Block	Period		Minutes
1	1	7:55 a.m. - 8:30 a.m.	35
	2	8:35 a.m. - 9:10 a.m.	35
2	3	9:15 a.m. - 9:50 a.m.	35
	Assembly	9:55 a.m. - 10:40 a.m.	45
	4	10:45 a.m. - 11:10 a.m.	25

*****Resume regular schedule after the bell rings at the end of 2nd block/4th period**

Afternoon Assembly Schedule

Block	Period		Minutes
4	7	1:30 p.m. - 1:58 p.m.	28
	8	2:03 p.m. - 2:30 p.m.	27
	Assembly	2:35 p.m. - 3:05 p.m.	30

*****Regular schedule until the beginning of 4th block/7th period**

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	Vice 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	Vice 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
Lockers	Principal's Office
Lost and Found	High School Offices
Media Center Information	Media Center
Medical Attention	School Nurse

Parking Information
Personal Guidance
Scholarship/financial aid/transcript
Work Permit

Principal's Office
Counselor's Office
Counselor's Office
Counselor's Office/Work
Based Learning
Coordinator

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.**

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:

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

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

(7) absences – parent or guardian will be notified by mail; Compulsory Attendance Law, Attendance Support Team Meeting.

(10) absences – mandatory meeting with parent or guardian and the Attendance Support Team.

(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 Wii game.
- Perfect Attendance for Two 9 weeks- student name is entered into a drawing for a Wii game system and two Wii games.
- Perfect Attendance for Three 9 weeks- student name is entered into a drawing for three Wii games.
- Perfect Attendance for Four 9 weeks- student name is entered into a drawing for a Wii game system, a Wii fit, and two Wii games.

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.

Truancy

Truant – 160-5-.10 – Any child subject to compulsory attendance that 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.

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**.

All make-up work must be done before or after school; the student may not make up work during time in another class. 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.

BLUE TIDE ACADEMY/CREDIT RECOVERY

The Blue Tide Academy is a comprehensive tutorial program designed to produce an environment that will enhance and improve students' intellectual and academic abilities in core academic subjects.

At Long County High School, it is our ultimate goal to provide additional help that will enable our students to be successful after graduation, not only in the world of work, but also in the college or university of their choice.

In order to sign up for Blue Tide Academy, students **MUST** have a form completed by the teacher verifying that they need additional help, make-up work, or extra time completing an assignment. The form must be picked up in the Counselor's office prior to signing up for Blue Tide Academy.

Students will receive help in the following areas:

- Math
- Science
- English
- Social Studies
- Computer Lab
- Homework Help
- Make-Up Work (upon Teacher approval)

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. Students who are eligible for this program must attend Blue Tide Academy on Tuesdays and Thursdays and must follow attendance and behavior guidelines as specified by the facilitator.

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)
- 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

Science:

Biology
 Environmental Science
 Physical Science

Social Studies:

United States History
 World History
 Government
 Geography

Other:

Health
 Study Skills

Spanish I

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.

Rules:

1. Blue Tide Academy (BTA) is an extension of the school day. All rules and regulations in the Long County High School Student Agenda are enforced.
2. Students not in the lab by 3:15 will be considered tardy. Three tardies will be considered an unexcused absence.
3. Students must attend each session of BTA. After three absences, students will be put on attendance probation. After five absences, students may be removed from the program.
4. Food, candy, and drinks are NOT allowed in the computer lab.
5. NOISE. All labs should be quiet. No talking!
6. Students should go to the restroom before the BTA bell rings. Students will only be allowed out of class for emergencies.
7. INTERNET.... The A+ program is on the Internet. However, students are NOT allowed to be on the Internet during credit recovery for anything other than A+.
8. Students must remain in class until the 5:15 bell rings.
9. Students riding the BTA bus must get a bus pass. Bus passes will be given out towards the end of the session.

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

When students join clubs or organizations during the school year, the school is required to get written permission from a parent or guardian prior to a student's participation.

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.** The permission form must be turned in by student before departure. 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 final grade each SEMESTER will be calculated as follows:

First nine weeks average (40%), second nine weeks (40%), and the semester exam (20%).

In courses with an End-Of-Course Test, the EOCT will count as the Semester Exam.

(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 on the last two days 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. Minimum grade of 70 and Perfect Attendance in course (no excused or unexcused absences)
2. Minimum grade of 80 and no more than three (3) excused absences (no unexcused)

3. Minimum grade of 90 and no more than five (5) excused absences (no unexcused)
4. **NO student may exempt the EOCT.**

Report cards will be issued at the end of each nine weeks period by the assigned advisor during the last few minutes of the school day.

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.**

Appropriate times to use the restroom or get water are before school, lunch, and during class changes. 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 subject to disciplinary action. 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.

HOMEWORK 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.

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.

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.

INSURANCE

The school is not responsible for hospital or doctor bills contracted due to accidents that happen on school premises. However, students are given the opportunity to enroll in one of several accident benefit plans which cover accidents at school and school-sponsored activities.

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.** Periodic general inspections of lockers may be conducted by school authorities and/or law enforcement officials for any reason 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 and 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. An item that has been turned in to "Lost & Found" may be claimed by its owner 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 lunch time. 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 make arrangements 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. Leave the lunch area after finishing lunch.
6. Students are not allowed to take regular trays outside.

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 make arrangements 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. Students who accumulate six (6) or more tardies will have their driving privileges revoked for the remainder of the semester. (Students who have their permits revoked will not receive a refund.)
7. In issuing parking permits, seniors will be given first priority, followed by juniors, sophomores, and freshmen.
8. 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.**
9. 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.
10. 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 which 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.

SOCIAL WORKER

The social worker is available to meet with students and parents. Please call 912-545-2135.

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 (before 2 pm) will not be allowed to participate in any extra-curricular activity, game, or practice on that day.**
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. This note must be verified by the Attendance Office or the secretary calling the parent. 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. Parents may not call the office and have the student checked out of school. (Emergencies will be handled on a case-by-case basis approved by the building administrator.)
8. 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.

STUDENT PRIVILEGES Academic Achievement Cards

Gold Card - awarded to students with an "A" average in every class.

Blue Card - awarded to students with at least an "A" - "B" average in every class.

White Card - awarded to those students who have perfect attendance for the nine weeks.

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 situation at home. Messages will not be delivered to students until 2:50.

MESSAGES

In the event of an extenuating emergency situation 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 Board of Education provides employees and students with access to technology resources and the Internet for educational and instructional purposes. The School District will enforce the following procedures. Although some examples may be stated, they are intended as illustrations only and do not purport to be all-inclusive of inappropriate use. Failure to comply with the Long County School System Acceptable Use and Internet Safety Policy shall be deemed grounds for revocation of privileges, potential disciplinary action and/or appropriate legal action.

Any parent/guardian who wishes to deny their child access to the Internet and/or the technological resources of Long County Schools must do so in writing to the supervising principal of his/her child. All students must read the following Acceptable Use and Internet Safety Agreement and shall indicate acceptance of the agreement by their signature (or their parent's signature if under the age of 18) for the respective school's student handbook.

ACCEPTABLE USE

Use of the Internet and technological resources must be in support of education and research and must be consistent with the educational objectives of the Long County School System. Use of any other organization's network or computing resources must comply with the rules appropriate for that network. In addition to adherence to the policies and procedures of various networks and any set forth by a service provider or host system, users must abide by all rules and procedures specified and deemed necessary at the site from which access to the Internet is made. These procedures may include, but are not limited to, a logbook, user time restrictions, and limitations on use of finite resources. Transmission of any material in violation of any United States or state regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret. Use for commercial activities by for-profit institutions is not acceptable. Use for product advertisement or political lobbying is also prohibited. Illegal activities are strictly prohibited.

UNACCEPTABLE USE

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

- Accessing materials or communications that are inappropriate
- Sending or posting materials or communications that are inappropriate
- Using the network for any illegal activity; copying or downloading copyrighted material on any system connected to the School System's hardware/software/network without the owner's permission
- Using the network for private financial or commercial gain or political lobbying
- Wastefully using resources, including print resources
- "Chatting" or visiting Chat Rooms on school equipment at any time
- Utilizing or creating any software or viruses having the purpose of damaging the school system's networks or other user's system
- Gaining unauthorized access to resources or entities
- Invading the privacy of individuals; using another user's account or password
- Posting material authorized or created by another without his/her consent
- Posting anonymous messages
- Using the network for commercial or private advertising
- Forging of electronic mail messages
- Creation and sending of harassing electronic mail messages
- 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

- Using the network and access to the Internet in a fashion inconsistent with directions from supervisors/teachers/administrators

PRIVILEGES

The use of the Internet and Long County School System technology resources is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. Any user not complying with the Long County School System Acceptable Use and Internet Safety Agreement shall lose Internet and/or network privileges for a period of time deemed appropriate by the superintendent. Student infractions may result in appropriate disciplinary action in addition to suspension or termination of access privileges. Unauthorized use of the network, intentional deletion or damage to files and data belonging to other users, or copyright violations may be termed theft as defined under the Long County Schools Student Discipline Code. Before using the Internet, each student and faculty member will participate in an orientation conducted by an administrator or faculty member. The orientation will be on the Long County School System Acceptable Use and Internet Safety Agreement, the proper use of the network, and network etiquette. Based upon the acceptable use guidelines in this document, the superintendent, the technology coordinator, and the school principals will deem what is inappropriate use. The superintendent's decision is final. Also, the superintendent or school principal may deny access at any time until a decision is made. The administration, faculty, and staff members of Long County Schools may request that the technology coordinator deny, revoke, or suspend specific user privileges temporarily until a decision is made.

STAFF SUPERVISION

All employees should become familiar with this procedure and should enforce, follow, and abide by the rules concerning appropriate use while at school including when their duties involve supervision of students using the Internet or the school's technology equipment.

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.

SECURITY

Security on any computer system is a high priority, especially when the system involves many users. A user identifying a security problem must notify a classroom teacher or the local school administrator. The security problem is not to be demonstrated to any other user. Users must never divulge or allow others to use their passwords. Use of another individual's account is prohibited without express written permission of the account holder. Account holders are ultimately

responsible for all activities under their account. Attempting to logon as a system administrator is prohibited. Any user identified as being a security risk or as having a history of problems with other computer systems may be denied access to the Internet.

VANDALISM

Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm, modify, or destroy data, equipment, or software.

DISCLAIMER

Long County Schools makes no warranties of any kind, whether expressed or implied, for the service it is providing. The school system will not be responsible for any damages suffered by any user. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or user errors or omissions. Use of any information obtained via the Internet is at the risk of the user. Long County School System specifically denies any responsibility for the accuracy or quality of information obtained through its services. The Long County Board of Education reserves the right to monitor all email and Internet traffic without notice.

NETWORK ETIQUETTE

Users are expected to abide by the generally accepted rules of network etiquette.

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:

1st Offense: Two (2) days OSS

2nd Offense: Loss of privileges for the rest of the semester

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 which 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.

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, the student will be given a minimum of three (3) days of In-School Suspension.

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 and school activities during the course of the suspension (on campus or extracurricular).

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

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

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 on account 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: Conference with Student and Parent Notification
- 2nd Offense: Three (3) Days OSS
- 3rd Offense: Alternative School Placement

Rule 3. Cellular Phones

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 Carrying Empty Cell Phone Cases:

- 1st Offense: One (1) day ISS
- 2nd Offense: Two (2) days ISS
- 3rd Offense: Three (3) days ISS
- 4th and Each Additional Offense: One (1) day OSS

Consequences for cell phone violations:

1st Offense: Confiscate the phone for a period of thirty (30) days. After 30 days the parent/guardian can pick up the phone. Student will receive conference with administrator and one (1) day ISS.

2nd Offense: Confiscate the phone for a period of thirty (30) days. After 30 days the parent/guardian can pick up the phone. Student will receive conference with administrator and one (1) day ISS.

Consequence if a student does not surrender his/her cell phone:

Ten (10) days OSS

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

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 on account 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

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.

Destruction and Theft

Willful and intentional damage to school equipment, facilities or personal property will be repaired or replaced at the expense of the student(s) involved in the damage. Actions, as deemed appropriate, will be taken by the school.

Destruction

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

Rule 7. Disregard of Directions or Commands

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) en 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

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 which shows cleavage. 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. 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 been cut off or that have holes above the knee are not allowed.
15. NO ONE will wear NOSE-RINGS (ornaments) or other body ornaments. No body piercing is allowed except for ears or earrings.
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. The dress code will be enforced on a **daily** basis by all teachers each period. Should a student not be in compliance 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, don't wear it. If it's too short, choose long pants or jeans.

Consequences for breaking the dress code:

- 1st Offense: One (1) day ISS
- 2nd Offense: Two (2) days ISS
- 3rd 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, this rule shall not apply to use of a drug as authorized by a medical prescription from a registered physician.

Action to be taken:

- a) **Possession**, use, or solicitation other than felony offenses: Mandatory ten-day suspension, which may be reduced to eight days upon student and parent completion of the Drug and Alcohol Abuse Program. Report to School Resource Officer (SRO).
- b) **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.
- c) 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.

Rule 11. Electronic Devices

No electronic devices, which include but are not limited to audio devices, video games, beepers, and lasers are 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.

1st Offense: Confiscate the phone for a period of thirty (30) days. After 30 days the parent/guardian can pick up the phone. Student will receive conference with administrator and one (1) day ISS.

2nd Offense: Confiscate the phone for a period of thirty (30) days. After 30 days the parent/guardian can pick up the phone. Student will receive conference with administrator and one (1) day ISS.

Consequence if a student does not surrender his/her electronic device:

Ten (10) days OSS

Rule 12. Fighting

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.

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

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
2nd Offense: Ten (10) days OSS and letter to parents
3rd Offense: OSS and referral to a discipline tribunal

Loss of school privileges as determined by the administrator.

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

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 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 are a **mandatory** requirement at LCHS. They will be worn on a lanyard with the picture facing outwards. 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 must be worn properly at all times when on school property (including on buses and field trips). IDs will be checked each period. A student who does not have his/her ID should get an ID pass from his/her first period teacher that must be worn as indicated above throughout the school day. A student will not receive more than three (3) such passes per nine weeks.

Failure to have an ID or valid ID pass during the course of the school day is an ID violation which will result in disciplinary action.

Consequences for not having an agenda as a hall pass:

- 1st Offense: Lunch Detention in ISS One (1) day
- 2nd Offense: Lunch Detention in ISS Two (2) days
- 3rd Offense: Lunch Detention in ISS Three (3) days

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.

- 1st Offense: Lunch Detention in ISS One (1) day
- 2nd Offense: Lunch Detention in ISS Two (2) days
- 3rd Offense: Lunch Detention in ISS Three (3) days

Rule 16. Indecency-Sexual Harassment

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.

Action to be taken:

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

Rule 17. Insubordination

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

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 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:

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

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

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

Rule 22. Repeated Violations/Misbehavior

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 attempts, including consideration by the Student Support Team (SST), have been utilized. The student and parent must be notified in advance that further rule violations will lead to Rule 21 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, 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.

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:

1 st 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 which 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.

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

Rule 26. Skipping/Cutting Class

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:

1st Offense: Three (3) days ISS and parent conference
2nd Offense: 30 Days STAR Tracking/ One (1) Day Prevent
3rd Offense: Recommendation for Alternative School

Rule 27. Skipping School

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 prior to 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
2nd Offense: 30 days STAR tracking and One (1) day prevent
3rd Offense: Full STAR Program

Rule 28. Student Behavior Rules

1. At all times, students must conduct themselves in a manner which 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 in halls during classes must carry their agenda hall pass authorizing them to be out of class. The authorization should be shown to staff upon request.**
4. Student IDs are a mandatory requirement at LCHS. They will be attached to a lanyard. They may not be defaced in any way.
5. Students are expected to arrive to each class on time with adequate supplies needed for that class.
6. 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.
7. 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
8. Students are not permitted to show public displays of affection (PDA) on school campus. This includes, but is not limited to, holding hands.
9. Students who misbehave in assemblies will be sent to ISS.
10. **Students will not be allowed to eat or drink in the school buildings nor bring unfinished food or drink items in the buildings except during lunch.**
 - 1st Offense: Two (2) days ISS
 - 2nd Offense: Three (3) days ISS
 - 3rd Offense: Four (4) days ISS
11. The drink cage is for students' use during lunch break only unless supervised by a teacher.
12. Defacing school property will result in OSS, restitution, and legal charges.
13. Any student caught using another student's ID card or agenda will be suspended until a parent conference.

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.

- The fourth tardy results in lunch detention in ISS.
- Fifth tardy results in two (2) days ISS.
- If the fourth and fifth tardies occur in the same day, the result is three (3) days ISS.
- On the sixth tardy, the consequence is OSS until Parent Conference with CIP recommendation.
- The seventh tardy will result in four (4) days ISS if CIP is refused or two (2) days OSS.

Driving privileges will be revoked for students who accumulate six (6) or more unexcused tardies to school in one semester. 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. Terrorist 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.

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.

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: STAR Tracking and One (1) Day Prevent
- 3rd Offense: Ten (10) days OSS and referral to a discipline tribunal

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

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 2004-2005 thru 2006-2007	22
Students entering 9 th grade in 2007-2008	25
Students entering 9 th grade in 2008-2009	28
Students entering 9 th grade in 2009-2010	28

GRADE PLACEMENT

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

Grade	2005-2006	2007-2008	2008-2009 thru 2009-2010
10 th Grade	4	4	5
11 th Grade	10	10	12
12 th Grade	16	17	20

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 May 10, 2004
	Rescinds 2003-2004	Issued April 14, 2003

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

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.

VALEDICTORIAN AND SALUATORIAN POLICY FOR LONG COUNTY SCHOOL SYSTEM

In order to be declared valedictorian or salutatorian, 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. Prior to 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 prior to 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, on the basis of that educator having 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

There are two dual/joint enrollment programs in which LCHS students may participate:

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 LCHS 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 LCHS and the college level, but must be core area courses on a state-approved list.

Altamaha Technical College Dual Enrollment:

Junior and seniors may enroll for classes at Altamaha Technical College during the school day as part of their regular school program. Classes passed at ATC will count for credit at ATC as well as Long County High School. Tuition and books for dual enrollment students are paid by HOPE. Students may enroll as dual enrollment students provided they meet all of the following requirements:

1. Must meet ASSET admissions test requirements
2. Must pay \$15 application fee
3. Must be on track for graduation
4. Must not have a serious disciplinary record
5. Must have completed the appropriate prerequisite courses

TITLE IX

"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving financial assistance." In order to comply with Title IX, the Long County Board of Education has appointed Karen Swindell, Athletic Director, to coordinate its Title IX program. Karen Swindell will be available in reference to any grievance, question, or complaint dealing specifically with Title IX. Normal channels of communication, from student to administrator to Board of Education, are to be completed before the student grievance procedure is utilized.

CIVIL RIGHTS COMPLIANCE

The Long County School System is an equal opportunity employer and does not discriminate against otherwise qualified persons on the basis of race, color, religion, national origin including limited English proficiency, sex, age, or handicap in its recruitment, admission, employment, facility, and program accessibility or services in accordance with Title VI, Title IX, and Section 504 of the law.

Long County BOE has adopted policy GAA that addresses guidelines to ensure equal employment practices are practiced. Coordinators have been appointed by the superintendent to meet the guidelines of this policy and are as follows:

Title VI Coordinator: Donna Rosenbaum
Phone: (912) 545-2367

Title IX Coordinators: Karen Swindell
Phone: (912) 545-2135

Section 504 Coordinator:
Donna Rosenbaum - Phone (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 prior to 2009, the following are the number of units required to be on track:

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

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

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

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

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

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

End of 1st Year - 5 units
End of 2nd Year - 11 units
End of 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.

Title I and Title II

In compliance with the requirements of the No Child Left Behind statute the Long County School District informs parents that you may request information about the professional qualifications of your student's teacher (s). The following information may be requested:

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

If you wish to request the information concerning your child's teacher's qualification, please contact the principal. (Section 1111 (h) (6)).

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 make arrangements 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; and
 - ix. Grade level.

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.

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).

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 the purpose of 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.

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 37-38
- Attendance Policy Pages 9-13
- Cell Phone/Electronic Device Pages 33-34/39
- Parent Involvement Policy Pages 58-59
- Code of Conduct Pages 30-48
- Parent/Teacher/Student Compact Page 61

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 16)

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 advisor 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

September 9

PERIOD	CLASS/COMMENTS	ABS	AVG	TEACHER
1				
2				
3				
4				
5				
6				
7				
8				

Parent's Signature

Date

2nd Nine Weeks Progress Report

November 12

PERIOD	CLASS/COMMENTS	ABS	AVG	TEACHER
1				
2				
3				
4				
5				
6				
7				
8				

Parent's Signature

Date

3rd Nine Weeks Progress Report

February 5

PERIOD	CLASS/COMMENTS	ABS	AVG	TEACHER
1				
2				
3				
4				
5				
6				
7				
8				

Parent's Signature

Date

4th Nine Weeks Progress Report

April 20

PERIOD	CLASS/COMMENTS	ABS	AVG	TEACHER
1				
2				
3				
4				
5				
6				
7				
8				

Parent's Signature

Date