



Lee County High School 9th Grade Campus

A Georgia School of Excellence

370 Leslie Highway
Leesburg, Georgia 31763

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|--------------------|--------------|
| Main Office | 229.903-3590 |
| Fax | 229.903.3595 |
| Registrar/Guidance | 229.903.3590 |
| Athletics | 229.903.2286 |

Website: <http://www.lee.k12.ga.us/lchs9/index.html>

Principal
Assistant Principal/
Curriculum/CTAE
School Counselor

Mrs. Ginger Lawrence
Mr. Brian Roberson
Mrs. Melissa Royals

Property of: _____
Address: _____
City: _____
Phone: _____
Student No. _____

This is your Student Handbook for the 2019-2020 school year. You and your parent(s)/guardian are asked to read the handbook and sign the acknowledgment page. Please return the signed page to your 4th period teacher by August 9, 2019.

Lee County School System Purpose:

A school system with a passion for excellence and distinction that promotes quality instruction, maximizes the potential for all learners and provides a safe learning environment

Learning is a lifelong endeavor requiring cooperation of students, parents, teachers, and the community.

We must provide a learning environment free of chronic disruptive behavior.

High expectations must be established and shared between teachers, students, parents, and the community.

Each individual must be responsible for his/her own behavior and must respect other people and their property.

A school should function as a community of learners in a safe, positive environment.

Students should learn to solve problems and make decisions as individuals and team members.

All students have importance, worth, and dignity.

All parties (students, parents, teachers, and community) must work collaboratively and with great effort to attain the goal of leaving the 9th grade campus as a true sophomore based on Carnegie Unit Credits.

Lee County High School Motto

Learning
Encouraging
Excelling

FROM THE PRINCIPAL

Dear 9th Grade Trojan Community,

Welcome to the 2019-2020 school year at Lee County High School's 9th Grade Campus. You are the Class of 2023! We are located on a separate campus from the upper high school campus but still a part of Lee County High School. This is your campus, and we hope you treat it with respect and take ownership of it to assist us in keeping the facilities looking great for years to come. We are extremely excited about the educational opportunities available to you on our 9th grade campus. Lee County Schools have long been known as schools of excellence, and once again we will set out to prove it. Whether in the classroom, the academic competition arenas, fine arts, the athletic fields of play, or community service, our faculty and students are among the best in the state of Georgia – and the nation. Students will always be encouraged to get involved with a school-related activity, as there are many different and varying activities to help develop students academically, socially, and emotionally. Parents will always be encouraged to get involved in their child's education.

With your help, Lee County High School 9th Grade Campus will strive for excellence. We want to work with you to help reach our overall goal – to leave the 9th grade campus as a sophomore ready to progress through your educational track of study. If we can help any of you in the pursuit of your goals, or in any other matter, please let us know. We look forward to serving you and making sure that this is your best year yet! GO TROJANS!

Ginger Lawrence
Principal – LCHS 9th Grade Campus

Alma Mater

Nestled in the hills of Georgia,
'Neath the skies so blue,
Stands our noble Alma Mater,
Known to all but few.

Lee County High School
Lee County High School
We'll be true to you.

Grateful hearts with love unfailing,
All our vows renew . . .

IT IS THE POLICY OF THE LEE COUNTY BOARD OF EDUCATION NOT TO DISCRIMINATE ON THE BASIS OF AGE, SEX, RACE, COLOR, NATIONAL ORIGIN, RELIGION OR HANDICAP IN ITS EDUCATIONAL PROGRAMS OR EMPLOYMENT PRACTICES.

In compliance with the requirements of the Every Student Succeeds Act (ESSA), the Lee County School System informs parents that you may request information about the professional qualifications of your student's teacher(s). The following information may be requested:

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

If you wish to request information concerning the child's teacher's qualifications, please contact Susan Manry at (229) 903-2100.

DISCLAIMER

The staff and administration of Lee County High School 9th Grade Campus have carefully prepared the information contained in this handbook. This information is in compliance with the Lee County Board of Education Policy Manual, which is available on-line on the LCSS home page at www.lee.k12.ga.us. The administration acknowledges that not every situation can be covered in a handbook; therefore, we reserve the right to handle each situation as we deem appropriate.

2019-2020 Calendar

(subject to change)

August 1-6 - Pre-Planning

August 7 -First Day of School

September 2 - Labor Day

October 14 -Student Holiday/ Teacher Workday

Nov 25--29 - Thanksgiving Teacher/Student Holidays

December 20 - End of 1st Semester-Early Dismissal

December 21 - January 3 - Christmas Break

January 6-Teacher Workday/Student Holiday

January 7 - First Day of 2nd Semester

January 20 - MLK Holiday

February 17- Student Holiday/ Teacher workday

March 13 -Student Holiday/Teacher workday

April 6-10 - Spring Break

May 20 - Last Day of School- Early Dismissal

May 21 - 22- Post Planning

May 22 - Graduation

Regular Bell Schedule

| | |
|-------|--|
| 7:30 | Teacher Tardy Bell |
| 7:52 | Student Release |
| 8:00 | 1st Period Tardy Bell |
| 8:51 | 1st Period Ends |
| 8:56 | 2nd Period Tardy Bell |
| 9:47 | 2nd Period Ends |
| 9:52 | 3rd Period Tardy Bell |
| 10:43 | 3rd Period Ends/1 st Lunch Begins |
| 10:48 | 4 th Period Begins |
| 11:13 | 1 st Lunch Ends |
| 11:18 | Tardy Bell for 1 st Lunch |
| 11:39 | 2 nd Lunch Begins |
| 12:09 | 2 nd Lunch Ends/4 th Period Ends |
| 12:14 | 5 th period Begins |
| 1:05 | 5 th Period Ends |
| 1:10 | 6 th Period Tardy Bell |
| 2:00 | 6 th Period Ends |
| 2:05 | 7th Period Tardy Bell |
| 2:55 | 7th Period Ends |

Lunch Schedules

4A Lunch: 1st Lunch 10:48-11:13; 4th Period 11:18-12:09

4B Lunch: 4th Period 10:48-11:39; 2nd Lunch – 11:44-12:09

Tuesday/Thursday PRIDE Schedule (Clubs, Advisement, Tutoring)

| | |
|-------|--|
| 7:30 | Teacher Tardy Time |
| 7:52 | Student Release |
| 8:00 | 1 st Period Tardy Bell |
| 8:47 | 1 st Period Ends |
| 8:52 | 2 nd Period Tardy Bell |
| 9:37 | 2 nd Period Ends |
| 9:42 | 3 rd Period Tardy Bell |
| 10:29 | 3 rd Period Ends |
| 10:34 | PRIDE Time Begins – 4 th Period Teacher |
| 11:04 | PRIDE Time Ends – 4 th Period Teacher |
| 11:09 | 4 th Period/1 st Lunch |
| 11:34 | 1 st Lunch Ends |
| 11:39 | Tardy Bell for 1 st Lunch |
| 11:55 | 2 nd Lunch Begins |
| 12:25 | 2 nd Lunch Ends/4 th Period Ends |
| 12:30 | 5 th Period begins |
| 1:15 | 5 th Period Ends |
| 1:20 | 6 th Period Tardy Bell |
| 2:07 | 6 th Period Ends |
| 2:12 | 7 th Period Tardy Bell |
| 2:52 | 7 th Period Ends |

10:34 – 11:04 PRIDE Time

4A Lunch: 11:09-11:34; 4th Period 11:39-12:25

4B Lunch: 4th Period 11:09-12:00; 2nd Lunch 11:55-12:25

LUNCHROOM POLICIES

Free Lunch Forms: The Lee County Schools operates under a federal lunchroom program. Applications are provided to each student for their families to apply for free or reduced lunches. Applications must be filled out completely and returned for approval each year.

Meal Prices

| | | | |
|-----------|--------------------------------|---------|------------------|
| Paid | \$2.40 | Reduced | \$.40 Lunch |
| Breakfast | \$ 1.25 | Reduced | \$.30 Breakfast |
| Adult | \$3.40 lunch/ \$1.50 Breakfast | | Extra Milk \$.50 |

PROCEDURE FOR MEAL CHARGES

Lee County High School, 9th Grade Campus, Lee County High School and Transitional Learning Center will not be allowed to charge over \$10.50 for meals in the cafeteria. By allowing charges up to \$10.50, students will continue to receive breakfast and lunch for a reasonable grace period in the event they forget to bring their money.

After students have reached their charge limit, they will receive an alternate meal consisting of a sandwich and milk. Although the Food Service program will make attempts to notify parents of account shortages, it is the responsibility of the parent to check account balances.

Students that reach the charge limit of \$10.50, will not be allowed to pick up a breakfast tray. An alternate meal for breakfast will not be served. No more than 5 alternate lunch meals may be served to students. Additional action will be taken if charges remain unpaid.

The charge/no charge policy will be enforced to eliminate unnecessary debt within the School Nutrition Program. Federal Law prohibits anyone being in debt to a School Nutrition Program (OMB Circular A-87)

Students desiring to purchase an additional lunch must pay the adult price. Students are responsible for disposing of their trash properly and leaving their table and chair in an orderly arrangement. **Students are not allowed to leave campus for lunch.** Students may bring a lunch from home, but students may not send out for lunch or accept delivery of food from off campus. The parking lots are off limits during school hours. **(Also see Closed Campus Policy on page 10).** Money paid to charge lunch may only be used to purchase school lunches.

DRIVER'S LICENSE

There will be a \$5.00 fee for the notarized verification of enrollment for the issuance of driver's license mandated by the Department of Public Safety. If a student maintains his receipt for the payment of this fee for the first certificate required for his learner's permit, there will be no charge for the second verification required for his driver's license. Students must be enrolled in school in order to get this certificate. The verification of enrollment can be obtained in the front office. There is a 24 hour waiting period for the certificate. The verification of enrollment is only valid for 30 days.

MILITARY RECRUITMENT

Congress recently passed legislation that requires high schools to provide access for military recruiters to secondary school students and directory information on these students (REF: No Child Left Behind and NDAIFY 2002). If any parent does not want to have his student's phone number or address released for recruitment purposes, please sign and return the waiver form provided on the first day of school.

Upon entrance into the school, recruiters will need to obtain permission from an administrator to remain on campus. Students will not be allowed out of academic classes unless authorized by an administrator.

SCHOOL POLICIES AND PROCEDURES

Lee County High School 9th Grade Campus is part of the tradition of a school of excellence. Our expectations are that all of our students will be first-rate in their manner of conduct in and around the school. Be proud of our school and our community, and do your part to make our school better. In short, be part of the solution rather than the problem.

Care of School and Personal Property: Students are responsible for the proper care of all books, supplies, equipment, and furniture supplied by the school. Students who disfigure property, break windows, paint graffiti, litter, or do other damage to the school, personal property or equipment will be required to pay for the damage, clean it, and/or replace the item and are also subject to criminal charges. Students should limit items brought to school to those items necessary for school activities. Students are also discouraged from bringing large sums of money or other valuable items to school. The school is not responsible for items brought to school that are lost or stolen. Thefts should be reported to an administrator and/or the School Resource Officer to aid in recovery.

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

1. **Personal Searches:** A student's person and/or personal effects (e.g. purse, book bag, etc.) may be searched whenever a school administrator has reasonable suspicion to believe that the student may be in possession of illegal or unauthorized materials. If a search of a student's person is conducted, it will be conducted in private by a school administrator of the same sex and with an adult witness of the same sex present.
2. **Locker Searches:** Student lockers are school property. School authorities have the right to conduct periodic general inspections of lockers at any time without notice, without consent, and without a search warrant to assure that items contained are related to the school program. It is the responsibility of the student assigned to the locker to secure and be responsible for personal possessions and school property. Locks should be locked at all times when not in use.
3. **Automobile Searches:** Any vehicle on school property can be searched should just cause be evident.
4. **Seizure of Illegal Materials:** If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to the legal authorities for ultimate disposition.

Plagiarism Policy: Students must demonstrate honesty and ethical choices when fulfilling academic obligations. The LCHS 9th Grade Campus Plagiarism Policy, which students and parents receive at the beginning of each school year, is intended to make students and parents aware of the need to insure the academic integrity of each student's work. Student and parents are required to acknowledge receipt and understanding of the LCHS Plagiarism Policy with their signatures.

Students enrolled in a class that utilizes turnitin.com should be aware that NOT submitting a paper to turnitin by the teacher-set deadline will result in a significant penalty to the grade or a zero grade as determined by the teachers who design and give the assignment. It is the student's responsibility to listen to and read all instructions in order to be aware of these determinations and deadlines.

Plagiarism is the intentional or unintentional use of another person's ideas, opinions, or theories in one's own work without clearly and accurately acknowledging the source of the information. Plagiarism occurs when one submits work that has been written by someone else, purchased or retrieved from electronic sources, or summarized or paraphrased from other print or non-print sources. When a student knowingly submits someone's work as his own, he is guilty of intentional plagiarism. When a student fails to acknowledge the source of information due to

oversight or fails to provide accurate reference data for the source of information, he is guilty of unintentional plagiarism. Regardless of intent, plagiarism is dishonest and unethical.

Consequences for Violations of the LCHS – 9th Grade Campus Plagiarism Policy

Direct copying of another student's work, an electronic text, or any print text and the submission of another person's work as one's own is a violation of the LCHS Plagiarism Policy and will result in a grade of 0 for the assignment.

Any student who allows his work to be copied by another student is guilty of violating the LCHS Plagiarism Policy.

Failure to provide accurate documentation of source material in a paper, speech, project, or presentation is a violation of the LCHS Plagiarism policy and may result in a failing grade for the assignment.

Both intentional plagiarism and unintentional plagiarism are violations of the LCHS Plagiarism Policy.

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

Please refer to the [LCHS Plagiarism Policy](#) for additional information.

Book Bags: Students are permitted to carry **ONLY CLEAR TRANSPARENT** book bags into and out of the school building before and after school. The use of book bags or string bags during the school day is **NOT** allowed. This is a safety issue on our campus. Students should place book bags in their locker for safe keeping as soon as they enter the hallways in the morning. Students bringing bags for extracurricular events need to take their belongings directly to their locker or sponsor or coach's room or office upon arrival at school. If you have PE/Weight Training clothing, see your teacher/coach about obtaining a locker in the Locker Room.

Lost or Damaged Books: LCHS 9th Grade Campus administers a system of maintaining and controlling textbooks, library books, and media materials. Students are responsible for all materials issued to them by a teacher or media specialist. Lost or excessively damaged books must be paid for by the student to whom the book was issued.

Students will be required to pay full price for any textbook that is lost or damaged beyond repair, and \$10.00 for any textbook that must be rebound. Textbooks, library books, and media materials represent a sizable financial investment for the school. LCHS Ninth Grade Campus will establish rules and regulations as it deems necessary for the care and protection of these materials. Any of the following consequences may result if a student fails to pay the designated amount for a lost or damaged textbook, library book, or media material:

- Refusal to issue any additional textbooks, library books, or media materials until restitution is made.
- Withholding of all grades, diplomas, records, or certificates of progress until restitution is made.

Media Center: The media center exists to provide intellectual and physical access to information and ideas in all formats and appropriate levels of difficulty. The media program is integrated into the curriculum of the Lee County Ninth Grade Campus and serves as a vital resource in the educational process of the students. A major goal of the media center and the media center specialist is to foster a lifelong desire to read for both information and pleasure.

The media specialist will assist students with their reading and research while in the media center. The media center is open for use between 7:35 and 3:30 each school day.

General Rules:

Students must have a signed pass from a teacher to come to the media center during the school day.

Students may use the media center before or after school without a signed pass from a teacher.

No food or drink is allowed in the media center.

Circulation Policy:

Students must present their student I.D. card in order to check out books and/or computers.

The loan period for circulating books is ten (10) school days.

Students may have three (3) books checked out at a time.

Materials may be renewed, if needed, for a longer period of time.

The media center will circulate magazines overnight. Magazines must be returned before the end of the following school day.

Students with an overdue book or magazine will not be allowed to check out additional materials until the late material is returned and the fine is paid.

All books are due two weeks prior to the end of the school year.

Each student is responsible for ALL items checked out on his/her card. Lending of I.D. cards for book check-out is forbidden. Lost or damaged books must be paid for by the student to whom the book was issued.

Fines/Fees:

Overdue fines will be charged at the rate of \$.05/per day per book. The maximum fine for an overdue book is \$5.00. Students will be sent a notice of overdue materials monthly. The notices will be given to 4th period teachers for distribution to their students.

Report cards will be withheld at the end of the year until library fines are paid.

Xerox copies are \$.10/page.

Printer copies are \$.05/page.

Color printer copies are \$.25/page.

Damaged and Lost Material:

- Students will be held accountable for all damaged and lost media materials and equipment they use per Lee County Board of Education policy. Lost or damaged books must be paid for by the student to whom the book was issued.

- Students must pay replacement costs for lost library books.

- Students who return damaged books will be assessed charges depending on the type of damage (damage includes underlining, highlighting, bent pages, missing pages, moisture damage, etc.).

- If a book is damaged beyond usefulness while it is checked out, the student will have to pay for the cost of the book.

Computer Use:

The media center has several computers for student use. All of these computers may be used for looking up books, Internet research, Microsoft Word, PowerPoint, Publisher, etc.

Students must present their student ID card to check out a computer.

Acceptable Internet Use Policy for Students: Lee County High School 9th Grade Campus provides access to the Internet for all students, faculty, and staff. All students must have a current **Acceptable Use Policy for Internet Access** form, located at the back of the handbook, signed and on file in the media center to use the Internet on any computer in the school. The use of the Internet is a privilege, not a right, and inappropriate use will result in the cancellation of those privileges and/or disciplinary action by school officials. A student's activities while using the Internet in this school must be in support of education and research, and consistent with the educational objectives of the Lee County School System. In addition, a student accessing the Internet from a school site is responsible for all online activities which take place through the use of the Internet. When using another organization's networks or computing resources, students must comply with the rules appropriate for that network.

The student agrees that the following actions (which are not all inclusive) constitute unacceptable use of the Internet, whether that use is initiated from school or any other site:

- *Using impolite, abusive, or otherwise objectionable language in either public or private

- *Chat rooms without teacher supervision

- *Placing unlawful information on the Internet

- *Using the Internet illegally in ways that violate federal, state, or local laws or statutes

- *Using the Internet at school for non-school related activities

- *Sending messages that are likely to result in the loss of the recipient's work or systems

- *Sending chain letters or pyramid schemes to lists or individuals, and any other types of use which would cause congestion of the Internet or otherwise interfere with the work of others

- *Using the Internet for commercial purposes or any personal business

- *Using the Internet for political lobbying

- *Changing any computer file that does not belong to the user
- *Sending or receiving copyrighted materials without permission
- *Submitting materials copied from the Internet as one's own work
- *Using Internet access for sending or retrieving pornographic material, inappropriate test files, or files dangerous to the integrity of the network
- *Circumventing security measures on school or remote computers or networks
- *Attempting to gain access to another's resources, programs, or data
- *Vandalizing, which is defined as any malicious attempt to harm or destroy data of another user on the Internet, including the uploading or creation of computer viruses
- * Falsifying one's identity to others while using the Internet
- * Students may not check any email including instant messaging.
- * Games or any program may not be installed on the computer.

Misuse of Technology for Its Intended Purpose: Students and parents must sign the Lee County School System Network agreement. Additionally, students are responsible for their actions and activities involving the network. Student's use of technology must be of an academic nature and intended to fulfill course requirements. Unacceptable use, as identified in Policy IFGBA and IFGBA-R, will be handled in accordance with school procedures. Students shall not possess or transmit any item that is disruptive to the school environment. Using technology for anything other than teacher approved educational purposes will not be allowed. **Please reference the Lee County School System Code of Conduct for further technology information.**

Assemblies: Assemblies and pep rallies are held for several purposes: to teach, to entertain, to honor, to promote school spirit, to celebrate, etc. Depending upon the purpose of the assembly, there is a specific type of behavior expected of the audience. The members of the audience should respect the rights of the performer or speaker and be courteous at all times. Students are expected to follow assembly instructions as given to them by a teacher or administrator, honor and respect the dignity of the program, avoid talking, yelling, clapping or indicating your approval/disapproval when such is not appropriate. Even at pep rallies there is a time to cheer and a time to listen. Know when those times are and respect them.

Flower/Food Deliveries: No Food Deliveries for students are allowed at any time of the school year. No flower deliveries or any other type of deliveries will be accepted on Valentine's Day.

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

Hall Traffic/Passes: Keep halls open to traffic by walking to the right. Do not block traffic by standing in groups. Be considerate of others in the halls and classrooms by moving through the halls quickly and quietly. Students should use a conversational tone of voice and not make excessive noise, or engage in horseplay during class changes. Students should keep their hands to themselves, walk directly to their class in an orderly manner, and enter their classroom upon arrival. Students will not be allowed to loiter in the hallways.

Students should remain in class for the entire class period. Students should not be allowed to leave class except in an emergency. The teacher has the authority to determine if an emergency exists. When an emergency arises, the student will be issued a hall pass in the form of the student planner. In all cases when a student is in the hall during class, he/she must have a hall pass. Students without hall passes are to be sent to the main office. Teachers have the authority to assign an appropriate disciplinary action, including detention time for abuse of hall pass privileges.

Freeze Time: During the first ten minutes of class, students are not allowed out of class for any reason. This "freeze time" allows for classes to begin promptly and without disruption.

Lockers: Lockers are available for students to use for an annual nonrefundable fee of \$20.00 – this fee includes the

student planner. Lockers will be rented during the first week of school through 4th period teachers. Students are not to share, swap, or decorate lockers. Students are responsible for cleaning out their lockers at the end of the school year. Items left in lockers after the last day of school will be thrown away or given to charity. Locks should be locked at all times when not in use. Unlocked locks will be removed and locker privileges revoked until a new lock is rented for \$10.00.

Closed Campus: LCHS 9th Grade Campus operates a closed campus. Students must remain on the school grounds from the time of arrival, (even if class has not started), until the time of dismissal. Students leaving the school grounds must sign out through the office. Students may only return to campus if they have medical or legal documentation. Upon return to the campus, students will be expected to sign in through the Front Office. Students improperly leaving campus during the school day will be subject to disciplinary action.

Closed Campus at Lunch: Students are not allowed to leave campus for lunch and return unless administrative approval is given for extenuating circumstances. No food is allowed to be brought in to students at lunch. Students may either bring their lunch or dine in the cafeteria.

Checking In and Out: If a student reports to school after 8:00 (1st period), he/she must report to the main office, sign in, and receive an admittance slip if their absence is excused before being admitted to class. Students have three days to bring in a parent note, medical documentation or legal documentation to receive an excused admittance slip. The student will report directly to his/her next class. Before a student can check out of school due to an emergency, illness or injury, the parents/guardians must be contacted by telephone, and either a secretary or administrator must speak with parents/guardians before the student is released. When a student knows in advance, he/she must check out, such as a doctor's appointment, he/she should bring a note from his/her parent/guardian. This note should be presented to the Front Office before school. When approved for release, the student will sign his/her name on the check out roster.

Parents who come to school to check out their student should do so in the front office. Parents will sign their student out on the checkout roster. Georgia Law permits school authorities to release students only to their parents, legal guardians, or to persons properly identified by parents/guardians such as an aunt, older sister, etc. to school authorities in writing. Parents/Guardians can list the name(s) and phone number(s) of such authorized person(s) as requested on their student's medical history card. **(Also see Attendance Policies on pages 19-22).**

Visitors: Georgia Law prohibits visitors on a public school campus for social or nonessential reasons. Students are not to bring visitors to school with them or meet visitors around fringe areas of the campus during school hours. Violations of this rule could result in arrest of visitors and serious disciplinary action taken with students. Visitors with specific purposes are welcome and asked to check in with the main office. Visitors should use the front parking lot.

To promote uninterrupted instructional time and for the protection and safety of our students, we are following these visitation guidelines:

- 1) All visitors, including parents, are to stop in the office and receive a visitor's pass.
- 2) Appointments will be made for conferences and classroom visitation.
- 3) To prevent interruptions, younger children should not accompany parents during classroom Visitations.

Medication:

Parents/guardians are encouraged to give medications at home whenever possible. If it is necessary for a student to take medication at school, the following procedures should be followed:

- The parent/guardian or student (age appropriate) must transport prescription medicines to the health clinic or main office of the school.
- Prescription medications must be in the original prescription bottle, clearly labeled with the student's name, physician's name and contact information, medication name and strength, amount given per dose, route and time of administration, dispensing pharmacy. Over-the-counter medications must be in the unopened original container. The school staff will have the right to refuse to give medication that is questionable or expired. Narcotic and/or other prescription pain medications (e.g. Tylenol with codeine, hydrocodone, etc) will not be administered at school.
- Any student possessing prescription or over-the-counter medication not in accordance with these guidelines will be considered in violation of the School District's Code of Conduct and shall be subject to the discipline set forth in the

code of conduct and/or the student handbook.

- The parent/guardian must complete an *Authorization to Give Medication at School* form in order for school staff to administer medication.
- The parent/guardian is responsible for notifying the school of any changes in the administration of medications.
- If these procedures are not followed, medication may not be dispensed at school.
- Unused medication will be disposed of unless picked up within one week after the medication is discontinued and/or at the end of the school year.

Self-administration of medication at school

Georgia State Law authorizes student self-administration of certain medications and treatments (e.g., asthma inhalers, insulin, Epi-pen) at school, thus relieving the school district and its employees of any liability in connection with self-administration.

In order for a student to keep a medication in his/her possession the following must occur:

1. Written permission from a parent or legal guardian.
2. Written physician's statement detailing the name and purpose of the medication, prescribed dosage, and time(s) or special circumstances for administration of the medication.
3. Written authorization from the parent/guardian for the school to seek emergency medical treatment for the student when necessary and appropriate.

Telephones: School phones are used to conduct business of the school; however, in emergency situations, injury or illness, students are allowed to use the office phones. The use of the phone should never cause a student to be late for class. Messages for students will be taken only in an emergency and will, in most cases, be announced at the end of the day during afternoon announcements. A school official will monitor phone calls.

Instruction in Communicable Diseases/Sex Education: As mandated by Georgia Law, LCHS 9th Grade Campus will provide instruction in the communicable diseases with major emphasis on AIDS and will provide instruction in sex education. Parents will receive information from the instructor of this class. Parents who wish to make other arrangements for educating their children in these areas may contact the child's teacher or a school administrator for counseling.

Announcements: Necessary messages made over the public address system at the beginning of 1st and 7th periods. Morning announcements are for the state required pledge, moment of silence, and important announcements needed that day. Each announcement is to be approved by a member of the faculty and administration. Announcement forms are available in the main office. Messages for students are discouraged unless there is an emergency. Please include dates, time, and authorization information on any announcement form. Audio announcements are to be brief. . Occasionally we have televised announcements. If a student wishes **not** to have his picture disclosed on the TV announcements, please sign and return the waiver form located at the back of the handbook.

4th /PRIDE time/Lunch Period: Each student will have a advisement/lunch period. Any any handouts, pictures, voting, or other materials that the student body needs to be given will be shared during this time. Students may also receive math or literature assistance during this time period.

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

Insurance: School Insurance may be obtained on an optional basis. Advisors will provide students additional information on insurance. Students participating in career technical classes, the athletic program or other extracurricular activities are encouraged to consider school insurance. Lee County High School 9th Grade Campus will not be responsible for medical bills incurred during these activities. Students are required to get release forms and permission forms signed by parents and returned to the school to be eligible for full participation in these activities. All athletes must have waivers signed by parents/guardians.

Health Records: Georgia law requires that every student enrolled in a Georgia public school have a Certificate of Immunization (form 3231) and a Certificate of Vision, Hearing, Dental and Nutrition Screening (form 3300). Students who do not provide the school with an approved certificate will not be allowed to remain in school.

Re-entry Students: Students who have been out of school for 45 days or more will be required to have a conference with the principal or his designee to determine if reentry is possible.

Withdrawals from School: When a student withdraws from school for any reason, the procedure should be properly followed so the record will be clear. Students should have a parent-signed withdrawal form and return all books to the Media Center. Students must clear all fees owed to the Media Center, Cafeteria, and any other fees owed. If a student leaves school without a clear record, the school will not forward transcripts or credits at any future time until the record is clear. Please note that at 10 consecutive unexcused absences a student may be withdrawn. Prior to accepting parental permission for a student to permanently withdraw from school, the principal or his designee will hold a conference with the student and parent/guardian within two school days of receiving notice of the intent of the student to withdraw from school.

Prom: Freshmen are allowed to attend the prom if invited by a Junior/Senior in good academic and behavioral standing and currently students at LCHS. Attendance at the prom is a privilege and this privilege can be removed by administrators. Please note, there is a mandatory dress code for all students and guests.

Schedule Changes: Requests for schedule changes will not be granted unless there are extenuating circumstances. Schedule changes are only permitted if class sizes permit. The principal must give final approval. Schedules are not changed from Honors or AP to regular classes only after first semester IF the student meets certain criteria. See AP/Honors drop policy.

ACADEMICS

The faculty at Lee County High School-9th Grade Campus takes academics very seriously. Students graduating from LCHS will be well-prepared for the next step in life if they work hard and consistently accomplish the tasks set before them by their teachers.

Appropriate Materials: Students should always report to class with the appropriate materials. These materials include all items deemed necessary by the teacher.

Course Syllabus: At the beginning of each term, teachers will distribute a course syllabus to their students. Students should take the syllabus home and review it with their parents/guardians. The syllabus will include an outline of that courses content, grading procedures, expectations for behavior and other pertinent information. It is important that students and parents/guardians carefully read all syllabi. Parents may be asked to sign an acknowledgement to be returned to the classroom teacher.

Guidance Department: The Guidance Department provides a number of services, which include individual counseling dealing with personal concerns, college/vocational, military, and career counseling. All students are assigned a counselor. The counselor is available from 7:30-3:30. The counselor will schedule appointments for students and place proper notification in the respective teacher's box if time is to be missed in class. Counseling for school-related or personal problems will occur on an "as needed basis.". Scholarship information is also available in the guidance department and monthly bulletins are posted on the school website as well as in classrooms.

The following websites provide students with useful information concerning financial aid information, applying to colleges, and registering for standardized tests:

| | |
|---------------------|--|
| Financial Aid | www.fafsa.ed.gov |
| College Information | www.Gacollege411.org |
| SAT | www.collegeboard.com |
| ACT | www.act.org |

Conferences: The LCHS 9th Grade faculty welcomes the opportunity to meet with parents/guardians to discuss their child's classroom performance, behavior, or any other concerns. Please call the guidance department to set up a conference.

Grade Promotion: The number of credits required for promotion from one grade level to the next is as follows:

| | |
|-----------------------|------------|
| to enter 10th grade - | 5 credits |
| to enter 11th grade - | 11 credits |
| to enter 12th grade - | 17 credits |
| to graduate - | 23 credits |

Yearbook Placement: Students will be placed in the yearbook according to their class standings posted in the central computer at the beginning of the academic year. If a student wishes **not** to have his picture placed in the yearbook, please sign and return the waiver form located at the back of the handbook.

Grading System: Grades are based on class participation, class work, homework, tests, quizzes, and any special project that the classroom teacher may assign. Teachers are urged to notify the parents in the event a student is in danger of not passing a course. Each student will be scheduled seven classes per day.

The grading scale is as follows:

| |
|---|
| A - 90 - 100 |
| B - 80 - 89 |
| C - 70 - 79 |
| F - below 70 = failing |
| I - incomplete grades - if these are not cleared by the end of the next grading period, an "F" will be recorded |
| NC - no credit |

Exams or an End of Course Test will be given at the end of each semester and will count 20% of the semester grade. The average of the semester will count as 80% of the final semester grade.

Subjects requiring students to take the state mandated End of Course Test: The Georgia Milestones End of Course Test is required for the following subjects: Ninth Grade Literature, Algebra I, Geometry, Physical Science and Biology. Students participating in End of Course Tests will complete an assessment for content taught after End of Course Tests are complete. AP students do not have to take final exams in the AP class; these students will complete an assessment for content taught after the AP Exam. The assessments for EOC and AP students given at the end of second semester will be administered prior to exams.

GRADUATION

Students must earn **23** credits to graduate.

Code: IHF(6) **160-4-2-.48 HIGH SCHOOL GRADUATION REQUIREMENTS FOR STUDENTS ENROLLING IN THE NINTH GRADE FOR THE FIRST TIME IN THE 2008-09 SCHOOL YEAR AND SUBSEQUENT YEARS.**

(1) PURPOSE. This rule specifies programs of study that shall be offered by local boards of education for students enrolling in the ninth grade for the first time in the 2013-2014 School Year and for

subsequent years.

(2) (iii) AREAS OF STUDY.

Units Required

(I) English/Language Arts* 4

(II) Mathematics* 4

(III) Science* 4

The 4th science unit may be used to meet both the science and elective requirement

(IV) Social Studies* 3

(V) CTAE and/or

Modern Language/Latin and/or

Fine Arts 3

(VI) Health and Personal Fitness* 1

(VII) Electives/Other 4

TOTAL UNITS (MINIMUM) 23

*Required Courses and/or Core Courses

COURSE CREDIT.

(i) Unit credit shall be awarded only for courses that include concepts and skills based on the Georgia Performance Standards (GPS) for grades 9-12 or those approved by the State Board of Education. Unit credit may be awarded for courses offered in the middle grades that meet 9-12 GPS requirements. The Individualized Education Program (IEP) shall specify whether core courses taken as part of an IEP shall receive core unit credit.

(ii) No course credit may be awarded for courses in which instruction is based on the GPS for grades K-8.

(iii) Completion of diploma requirements does not necessarily qualify students for the HOPE Scholarship Program.

STUDENTS WITH SIGNIFICANT COGNITIVE DISABILITIES.

(i) Students with significant cognitive disabilities may graduate and receive a regular high school diploma when the student's IEP team determines that the student has:

(I) completed an integrated curriculum based on the GPS that includes instruction in Mathematics, English/Language Arts, Science and Social Studies as well as career preparation, self-determination, independent living and personal care to equal a minimum of 23 units of instruction, and

(II) participated in the GAA during middle school and high school and earned a proficient score on the high school GAA test, and

(III) reached the 22nd birthday OR has transitioned to an employment/education/training setting in which the supports needed are provided by an entity other than the local school system.

AP Scholar Diploma: Students who earned a score of 3 or higher on four AP exams will earn an AP Diploma from Lee County High School. A special endorsement will appear on their diploma.

Gifted/Honors/Advanced Placement Education: Any student who has been identified as gifted by the Lee County School system is accepted into the honors classes. A student who is not gifted but wishes to enroll in these classes must pick up an honors application form from the guidance office. This should be completed and returned to guidance. A committee will review the application, and the student will be contacted as to acceptance into the honors classes.

Any student interested in an Advanced Placement (AP) class must fill out the application, which will be reviewed by a committee for acceptance.

Students participating in an AP course will be required to take that course's respective AP exam. Unless the state changes the cost of the exam, the fee for an AP exam is \$97 – students are responsible for the cost of this exam.

Honors classes offer a more challenging curriculum. Students in these classes should also understand the following:

- *No extra credit will be awarded.
- *No bonus questions will be given.
- *No individual retests will be administered.
- *No Honors students will be enrolled in the After School Extension Program.

All assignments will be expected to be turned in on time. Late assignments will be accepted only given extenuating circumstances that have been shared with the teacher. Extenuating circumstances will require documentation. Late work with no extenuating circumstances will not be accepted. An NI **is not** an extenuating circumstance.

Weighting of Honors/Advanced Placement: AP courses will have 1 quality point added. Honors courses will have half of a quality point added (0.5). Please keep in mind that HOPE will only add half a quality point for AP courses and no points for Honors courses as determined by the Georgia Student Finance Commission. You may go to the following website for more details: www.gsfc.org

Honor Graduates: Students will follow these guidelines for determining honor graduates, valedictorian, and salutatorian: There will be two types of honor graduates: Honors and Honors with Distinction. The valedictorian and salutatorian must meet the requirements for Honors with Distinction. In the event of a tie, the numerical grade point average will be considered.

Honor Graduate Requirements: Honor graduates will be based on a quality point scale and students must acquire a weighted 4.0 academic grade point average to meet honor graduate requirements. Academic classes include: English, Mathematics, Science, Social Studies, Foreign Language, and Academic electives taken on our campus and through Dual Enrollment. In the event of a tie, the numerical grade point average will be considered. Honor Graduates will be determined at the end of the fourth nine weeks.

Honors with Distinction Requirements: In addition to the above requirements, students must acquire a weighted 4.1 academic grade point average or higher on a quality point scale. Valedictorian and Salutatorian must have been enrolled at LCHS for their final 4 semesters of high school.

Note: GPA will be determined based on the final transcript.

AP/ HONORS DROP POLICY

Students who enroll in honors and Advanced Placement courses are more capable and will be expected not only to perform at that capability level but also to accept the responsibilities inherent with advanced studies. Both Honors classes and Advanced Placement courses may require summer work which is graded and counts toward the grade the first nine weeks. Therefore, students should carefully consider the number of advanced classes they can take and still be successful. Because the work is more challenging and the standards are strict, students enrolled in honors classes receive weighted credit that counts toward GPA for college admissions and for scholarships but Does not count toward HOPE scholarship eligibility. For each student enrolled in Advanced Placement classes,

one quality point is added to the transcript for that course. The high school website (<http://www.lee.k12.ga.us/lchs>) contains additional information and summer work requirements that may be beneficial in determining whether or not your student needs to register for the more challenging courses.

Placement in Honors and AP classes will be the the entire year. Parents/guardians are encouraged to provide support for their students to take these classes. Advanced Placement (AP) courses are taught on the college level, and students will be expected to complete an average of one or two hours a night of homework in addition to other classroom assignments before or after school. Students taking AP courses will be

required to take the AP exam for each AP course and there are fees associated with each test.

A student may drop an AP or Honors course only at the end of the semester if one of the following applies:

1. If a student fails the course for the first semester, he/she may drop the course at the beginning of second semester with the understanding that he/she will not be allowed to take another AP or Honors course in that subject area. It is the student's responsibility to ascertain his/her grade status prior to the end of the first semester and to also request a schedule change prior to the end of the first semester in order to have the request reviewed by the administration prior to the start of the next semester.
2. A student that is passing an AP or Honors course may drop the course at semester change if he or she has not received any zeros for not turning in assignments and has made a continual effort throughout the semester to seek help from the AP or Honors teacher for tutoring in the course. Documentation of tutoring must be given by the AP or Honors teacher. It is the student's responsibility to request a schedule change prior to the end of the first semester for this option to be reviewed by the administration.

Exemption Policy: Students may exempt semester exams for subjects in which exemption criteria are met. The criteria for exemption eligibility are as follows:

| Class Average | Absences for the semester |
|---------------|-----------------------------|
| C | 0 |
| B | 3 or fewer for the semester |
| A | 5 or fewer for the semester |

Students assigned in-school suspension or out of school suspension are not eligible for exemption. For the purpose of exemptions only, two unexcused tardies equals one absence. Absences that are excused by the Co-Curricular, Military, Non-Instructional days or Administrative days do not count against the student for exemption purposes. All other absences count for exemption purposes (Medical, Legal, Excused & Unexcused). Students exempting exams will receive the average of their two nine weeks for the semester exam grade. Subjects requiring students to take the state mandated End of Course Milestones Test or an AP exam, cannot be exempted. The End of Course Milestones Test is required for the following subjects: Ninth Grade Literature, Physical Science, Biology, Algebra I, and Geometry. All students enrolled in EOC courses must take the corresponding assessment in April or May. Students participating in End of Course Milestones Tests will complete an assessment for content taught after the Milestones assessments are complete. All students in EOC and AP classes must take the 1st semester exam. They do not have to take final exams second semester. The assessments for EOC and AP students given at the end of second semester will be administered prior to exams.

Graduation Participation: Seniors who have earned twenty-three (23) Carnegie Units that qualify them for the college prep and /or tech/prep seal at the end of the regular school term may walk at the graduation ceremonies. This does not allow for those who would earn the 23 units during summer school of their senior year. Students with disabilities assigned to a special education program who have not met the state assessment requirements or who have not completed all of the requirements for a high school diploma, but have completed their Individualized Education Program (IEP) and met attendance requirements may walk at graduation. Caps and gowns are ordered during the 1st semester; however, this does not guarantee the senior will march at graduation. The required Carnegie units or satisfaction of an IEP must be earned in order for any senior to walk at graduation ceremonies. In the spring of the student's junior year, counselors conduct conferences to discuss progress and deficiencies in regard to graduation. At the beginning of the senior year, the parents of seniors are sent letters outlining the status of their child. We encourage parents to discuss the letter with their senior and help monitor their progress with their guidance counselor.

Scholarship/Honors Information

HOPE Grant/Scholarship: Helping Outstanding Pupils Educationally is a program that enables every qualified graduate of a Georgia high school to receive financial aid equal to the amount of freshman tuition at any Georgia public college, university, or technical institute. Students who wish to be eligible for the HOPE Scholarship Program should check with their counselor regarding current HOPE Scholarship requirements. Courses taken at evening/night school and/or summer school may not meet HOPE Scholarship requirements.

Honor's Night: During the month of May, students who have received special recognition are honored at a program before their peers, parents, and guests. Honors recipients will receive an invitation to the program and parents and students are encouraged to attend. Dress Code for the program is Sunday attire.

Extra-Curricular Activities

Candidates for, or students elected to leadership positions in all extracurricular and/or student government organizations are recognized as leaders and role models. Therefore, exemplary conduct on and off school campus is expected by the school administration, staff, and fellow students, as well as the community. Illegal or inappropriate behavior will be subject to administrative action, which may include suspension or removal from elected office or denial of privilege to run for elected position.

The Executive Committee of the GHSA passed the following statement on sportsmanship:

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

Competitive Interscholastic Activities and Contests: Students participating in competitive interscholastic activities by the Georgia High School Association must comply with all eligibility requirements including passing five subjects in the semester immediately preceding participation and be on track to graduate. These subjects must carry credit toward graduation or grade promotion. Summer school is an extension of the second semester. Students not meeting this requirement will be ineligible for one semester. Ineligibility will continue until the student passes five subjects in the semester prior to participation and meet on track requirements. Students must be present three (3) full periods to be counted present and to participate in extra-curricular activities, including practice. Approval in advance of an absence by the principal may be an exception. Students owing dues/fees for participation in one extracurricular activity will not be eligible to participate in another activity until the financial obligations are met.

Clubs and Organizations: Clubs are an important part of the extracurricular offerings of this school and students are encouraged to join at least one of the school clubs. It is also feasible that membership in too many clubs and activities might have a detrimental effect on education for some students, so we have set the following regulations on club membership:

1. Students are limited to membership in three clubs.
2. Students may hold office in no more than two clubs.

Guidelines for the no pass/no participate policy will be enforced. No school club/organization or student shall participate in hazing or any type of initiation activity. Involvement in such activity shall be subject to disciplinary action by the administration (as prescribed by the state law). If parents wish to be informed of their child's involvement in any club or organization, the request form located at the back of the handbook must be signed.

Each club may have its own code of conduct that club members must follow in order to remain a member in good standing. Some clubs and organizations may follow National or State rules and regulations. All information regarding a club's or organization's specific rules will be shared at the initial meeting of the current school year.

Please note that in addition to the specific club/organization rules, the LCSS Code of Conduct applies to all clubs and organizations as well.

The following clubs/organizations are available for student membership:

SGA (Student Government Association) is an elected position organization. Each class elects a president, vice president, and secretary/treasurer to represent the members of the electing class with regard to student led school-wide improvements. The elected officials will meet monthly to discuss service projects. Sponsored by Brian Trivette

ART CLUB--The purpose of the Art Club at LCHS-9 is to bring students together through their love of various types of art and the creation of school-based art projects. The Art Club will tentatively meet twice per month after school, from 3:00 to 4:00. Sponsored by Mrs. Jessica Angel

DECA-- DECA prepares emerging leaders and entrepreneurs in marketing, finance, hospitality, and management in high schools and colleges around the globe. Students who participate in DECA will practice key leadership skills such as goal setting, consensus building, and project management. DECA will help students become college and career ready. Sponsored by Mrs. Courtney Greenway

HOSA (Health Occupations Students of America) is a student organization whose mission is to promote career opportunities in health care and to enhance the delivery of quality healthcare to all people. HOSA provides a unique program of leadership development, motivation, and recognition exclusively for students enrolled in HSTE programs. HOSA's mission is especially critical when considering the acute shortage of qualified workers for the healthcare industry. Sponsored by Mrs. Eva McLean.

SKILLS USA is open to students enrolled in DCT, T & I, and Health Occupations. SkillsUSA is a partnership of students, teachers, and industry representatives working together to ensure that America has a skilled workforce. It is a national organization serving teachers and high school and college students who are preparing for careers in technical, skilled, and service occupations, including Health Care Science. Sponsored by Mr. Seth Walker

FFA is a national organization dedicated to preparing members for leadership and careers in the science, business, and technology of agriculture. Membership is expected from all students enrolled in Vocational Agriculture. Sponsored by Mrs Rebecca Sapp .

FCA (Fellowship of Christian Athletes) members shall endeavor to know more about Jesus Christ and His way of life, to be active in His church, to strive to be Christian in their personal life and to share their convictions with others. Sponsored by Mr. Brad Cowart.

FEA (Future Educators Association) is open to any student interested in becoming an educator. Involvement in this club gives students opportunities to work with children of all age groups. FEA provides service to the community, as well as the schools in the system. FEA will combine with Best Buddies for events throughout the school year. Sponsored by Ms. Donielle Powell

BEST BUDDIES- Best buddies is open to any student interested in creating lasting friendships and working with students with disabilities. The students will interact in a classroom setting assisting with activities once a month as well as assist at events such as Special Olympics and the Lee County Jamboree. Students will be responsible for working one-on-one with students and building lasting peer friendships. Best buddies will combine with FEA for events throughout the school year. Sponsored by Ms. Donielle Powell

INTERNATIONAL THESPIAN SOCIETY Troupe #5297 - International Thespian Society is the honor society for high school theatre students. Students are invited to membership in the society upon accumulation of 100 hours of service to the theatre arts in their school and/or community. Thespian induction ceremonies take place each

winter and spring. The LCHS Thespians of Troupe 5297 participate in state and international Thespian events and projects throughout the calendar year.

STUDENT PBIS COMMITTEE--The Student PBIS Team works in tandem with the Faculty PBIS Team to define and teach school-wide behavioral expectations. The Student PBIS Team also aides in the development, implementation and monitoring of acknowledgements for positive behavior. The Student PBIS Team becomes the ears and voice of the student body. Sponsored by Mrs. Regeana King

No student can participate in any extracurricular activity if they are not present in 3 class periods unless they have written approval from the Principal. Students owing dues/fees for participation in one extracurricular activity will not be allowed to participate in another activity until the financial obligations are met. **(Also see Competitive Interscholastic Activities and Contests on page 16).**

Attendance Appeals: The State Board of Education and Lee County Board of Education have set a maximum limit on absences from an instructional period at 10 days per semester. At the end of each semester, students will be notified if credit is denied due to exceeding the attendance policy. Students being denied credit are NOT excused from attending the scheduled class time. Disciplinary action may be taken if this is policy is not followed. Parents and students will be notified by letter, if a student will be denied credit due to exceeding the attendance policy. Any student, parent or legal guardian that wishes to appeal for credit should do so by the deadline stated in the letter to the Attendance Appeal Committee of the school. Lee County High School realizes that at times there may be extenuating circumstances involving absences (communicable diseases, hospitalization, etc.). Documentation, in the form of a letter from a doctor, stating an ongoing medical condition and that absences exceeding the attendance policy are necessary should be included if it so applies. The Attendance Appeal Committee (AAC) will review the information and determine if credit will be granted or denied due to extenuating circumstances. Parents will be notified by a letter if the appeal is granted or denied. If the parent or student is unhappy with the outcome of the school-level appeal, he or she may appeal to the Superintendent of Lee County within 20 days of the denial letter. If further appeals are necessary, students may appeal to the Lee County Board of Education and ultimately to the Georgia Board of Education. For more detailed information regarding further appeals, refer to Board Policy descriptive code: IHE on the system website. Failure of student or parent/guardian to request an appeal shall be sufficient reason for sustaining the loss of credit. Students who transfer into LCHS from another accredited school will have their number of absences transferred to LCHS.

Absentee Admittance: When a student has missed all or any portion of the school day for sickness, doctor/dentist appointment, etc., he/she must bring a parent note or legal documentation which states the reason for the absence and is signed by his/her parent/guardian. A parent note should state the date of the absence, reason for the absence, the student's name, parent's name(s), advisor's name, and home/work phone number(s) of the parent. This note is to be presented between 7:45 AM and 8:00 AM in the front lobby upon the student's return to school. Students who fail to bring a note or with an unexcused reason will be given an unexcused absence until an excused note is provided. A student has three days to bring in a note excusing his/her absence. If a note is not brought, the absence will remain unexcused. Students will not be issued notes for unexcused absences. **(Also see page 10 for Checking In/Out Procedures.)**

Compulsory Attendance Law 20-2-690.1

(a) Every parent, guardian, or other person residing within this state having control or charge of any child or children between their sixth and sixteenth birthdays shall enroll and send such child or children to a public school, a private school, or a home study program that meets the requirements for a public school, a private school, or a home study program; and such child shall be responsible for enrolling in and attending a public school, a private school, or a home study program that meets the requirements for a public school, a private school, or a home study program under such penalty for noncompliance with this subsection as is provided in Chapter 11 of Title 15, unless the child's failure to enroll and attend is caused by the child's parent, guardian, or other person alone shall be responsible; provided, however, that tests and physical exams for military service and the National Guard and such other approved absences shall be excused absences. The requirements of this subsection shall apply to a child

between his or her seventh and sixteenth birthdays who has been assigned by a local board of education or its delegate to attend an alternative public school program established by that local board of education, including an alternative public school program provided for in Code Section 20-2-154.1, regardless of whether such child has been suspended or expelled from another public school program by that local board of education or its delegate, and to the parent, guardian, or other person residing in this state who has control or charge of such child. Nothing in this Code Section shall be construed to require a local board of education or its delegate to assign a child to attend an alternative public school program rather than suspending or expelling the child.

(b) Any parent, guardian, or other person residing in this state who has control or charge of a child or children and who shall violate this Code section shall be guilty of a misdemeanor and, upon conviction thereof, shall be subject to a fine not less than \$25.00 and not greater than \$100.00, imprisonment not to exceed 30 days, or any combination of such penalties, at the discretion of the court having jurisdiction. Each day's absence from school in violation of this part after the child's school system notifies the parent, guardian, or other person who has control or charge of a child of five unexcused days of absence for a child shall constitute a separate offense. After two reasonable attempts to notify the parent, guardian, or other person who has control or charge of a child of five unexcused days of absence without response, the school system shall send a notice to such parent, guardian, or other person by certified mail, return receipt requested. The parent, guardian, or other person who has control or charge of a child or children shall sign a statement indicating receipt of such written statement of possible consequences and penalties; children who are age ten years or older by September 1 shall sign a statement indicating receipt of such written statement of possible consequences. After two reasonable attempts by the school to secure such signature or signatures, the school shall be considered to be in compliance with this subsection if it sends a copy of the statement, via certified mail, return receipt requested, to such parent, guardian, other person who has control or charge of a child, or child. Public schools shall retain signed copies of statements through the end of the school year.

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

Juvenile SubSection 20-2-701

(a) Local school superintendents as applied to private schools and home study programs or visiting teachers and attendance officers as applied to public schools, after written notice to the parent or guardian of a child, shall report to the juvenile or other court having jurisdiction under Chapter 11 of Title 15 any child who is absent from a public or private school or a home study program in violation of this subpart. If the judge of the court places such child in a home or in a public or private institution pursuant to Chapter 11 of Title 15, school shall be provided for such child.

(b) Local school superintendents or visiting teachers and attendance officers shall use their best efforts to notify any child 15 years of age or older who has only three absences remaining prior to violating the attendance requirements contained in subsection (a.1) of Code Section 40-5-22. Such notification shall be made via first class mail.

(c) Local school superintendents or visiting teachers and attendance officers shall report to the State Board of Education, which shall, in turn, report to the Department of Motor Vehicle Safety any child 15 years of age or older who does not meet the attendance requirements contained in subsection (a.1) of Code Section 40-5-22. Such a report shall include the child's name, current address, and social security number, if known.

(d) Subsections (b) and (c) of the Code Section shall not be effective until full implementation of the state-wide education information system.

Attendance Requirements

Students enrolled in grades K-12 who accumulate more than 15 absences during the year are subject to being retained in the same grade the next school year. Partial day absences may be cumulative in computing this total.

For students in any grade K-12, only days in which students are present for at least half of the instructional time required at each grade level (grades K-3, 135 minutes of 270; grades 4-5, 150 minutes of 300; grades 6-12, 165 minutes of 330) shall be counted in the 180 days of school as specified by law. A student must be present at least 30

minutes of a 55 minute period or 50-60 minute class segment to be counted present in that class. A student must be present three full class periods in order to participate in any school-sponsored extracurricular or interscholastic activity.

A student who is suspended from school for disciplinary reasons for any number of days could have that number of days charged against the total number of absences allowed.

A student who has been retained or who has lost credit(s) because of noncompliance with attendance policies shall receive a notation of Noncompliance Attendance (NCA) on his/her report card and cumulative record for that semester or year. School authorities shall make the determination of retention or loss of credit due to noncompliance with attendance policies (NCA). A parent or guardian and/or student may request an appeal of loss of credit or retention. This request must be in writing, dated and signed, within five days of the notification of the loss of credit. Failure of parent or guardian and/or student to request an appeal shall be sufficient basis for sustaining the loss of credit or retention.

Credit which is lost because of absences will be made up in the same manner as academic failures.

Tardiness/Late Arrivals/Early Dismissals

All students are expected to be in attendance in their regularly scheduled classes by the time the bell rings to begin class. Students who arrive after the school day has begun must proceed to the office of the principal and check-in. Parents are encouraged to make dental, medical, and other appointments for their children after school hours or during vacation and holiday periods. Students who have a valid need to leave school before the dismissal bell shall be checked out through the office of the principal. Students must be signed out by the parent or guardian. Notes or telephone calls may not be accepted for purposes of check-out of a student. Repetitive tardiness at the start of the day, during school hours and leaving early from school may result in the school pursuing action as simple or habitual truancy. A record of tardiness will be kept by the office. Tardiness will be recorded on the student's permanent record.

In accordance with the law, final course grades of students shall not be penalized if the following conditions are met:

1. Absences are justified and validated for excusable reasons.
2. Make up work for absences is completed satisfactorily.

The principal has the responsibility of making decisions relating to check-outs. Such decision shall be made in the best interest of the student when emergencies or unusual circumstances arise.

Non-Instructional Activities

Students are allowed a maximum of ten days (60 hours) for school sponsored activities as authorized by GA DOE Rule 160-4-2-16. Such activities must be sponsored by the GHSA or a recognized educationally related local, state, regional, or national organization or college visitation/scholarship competition. Students are not counted absent for participating in non-instructional activities (NI days), but are responsible for all assignments or makeup work.

Approval of Additional School-Sponsored Non-instructional Absences: The Board of Education will observe the following procedures for the evaluation and approval of individual absences beyond the maximum ten days (60 hours) allowed for school-sponsored non-instructional activity.

A written request for absence shall be submitted by the student through the school principal to the Superintendent or his or her designee 30 days in advance of the anticipated date(s) of absences. Under emergency circumstances, the Superintendent may waive the 30-day requirement.

The student's request must contain the dates of the anticipated absence, background information explaining the reasons for the first ten days of absences due to school sponsored non-instructional activities, and a rationale to support approval of additional days, including an explanation of how such additional activities away from class will be academically and instructionally beneficial to the student.

The school principal will verify the reasons for the ten allowable absences and provide a recommendation for approval or disapproval of the request for additional absences.

The Superintendent or designee will evaluate the student's request and the principal's recommendations and grant approval or disapproval.

LEE COUNTY HIGH SCHOOL 9th Grade Campus TROJAN EXPECTATIONS

We believe that instruction will occur in an environment that is conducive to learning. Effective instruction requires order and discipline, which will be maintained at all times.

The Code of Conduct is designed to assist the faculty and administration in maintaining a satisfactory environment of standardizing procedures for administering disciplinary actions. This code will apply to all LCHS students when they are under the supervision of LCHS employees, including all school-sponsored activities at and away from school.

Each teacher will form a classroom discipline plan that outlines expected behavior and conduct.

Rules, regulations, and due process are designed to protect all members of the educational community in the exercise of their rights and responsibilities. The purpose of issuing this code of conduct is to acquaint students, parents/guardians, and others with some of the rules and regulations of LCHS 9th Grade Campus. This document is not intended to be all-inclusive. It will be used by school administrators after teacher intervention has proved ineffective. Student actions not listed, which disrupt the normal educational process, will be handled in a similar manner. In the event that multiple offences occur simultaneously, the administrator will exercise his discretionary authority in establishing disciplinary action for each student involved. Actions which are gross violations of the code of conduct, school rules, or are so disruptive in nature as to shock the conscience can result in immediate suspension from school and a possible recommendation to the discipline tribunal. Violations of this code of conduct may also result in denial of school privileges such as field trips and other school sponsored activities.

Students assigned OSS (Out of School Suspension) for most offenses will have the option for making up work for a grade no higher than a 50% on any work completed. Students should complete make-up work to ensure academic progress. The student is responsible for making the arrangements with each subject teacher for make-up work. If arrangements are not made or work is not completed, grades will then be closed on missed work, and any incomplete work will be recorded as a zero. Assignments that have been assigned over a period of three or more days prior to the student's absence are due according to the teacher's specifications to the class. Also, during the time of suspension, the student is not allowed on any LCSS campus/property and may not attend any school activity or school-sponsored event. (Note: Any student accumulating 10 days of ISS in one semester may automatically be assigned OSS for subsequent referrals during that semester.)

*** You are expected to act and conduct yourself as a high school student on a daily basis – both academically and behaviorally.

Tardies

All students should be inside their classroom by the time the tardy bell has finished sounding. All cases of unexcused tardiness should be considered discipline problems. The classroom teacher will take appropriate disciplinary action for each tardy. A student is considered tardy if the student is not in the teacher's classroom when the tardy bell rings.

- The LCHS 9th Grade Campus tardy policy is applicable to the number of unexcused tardies accumulated per semester.

1st tardy: Warning
2nd tardy: One detention (set by the teacher)
3rd tardy: Parent contact and two detentions (set by the teacher)
4th tardy: Referral to office; 1 day ISS
5th tardy: Referral to office; 2 days ISS
6th tardy: Referral to office; 3 days ISS
7th tardy and above: OSS (# of days will be determined by administrator)

ELECTRONIC DEVICES ***

Electronic Devices (EDs): Lee County School System is moving toward becoming a "BYOT" (Bring Your Own Technology) system. While students may possess and use EDs on campus for instructional purposes, they should understand that there are appropriate and inappropriate uses of EDs. Cell phones and ear buds/headphones are not to be used in halls or sidewalks between classes. Inappropriate use of electronic devices will result in the actions described below:

1st offense \$10 fine
2nd offense \$20 fine
3rd & subsequent \$40 fine, device must be picked up by a parent/guardian

All phones/electronic devices will be picked up during school hours.

Electronic Devices may be used in classrooms/media center under the supervision of an adult, while logged in or linked to the system WIFI or wide area network for appropriate monitoring of the use of this technology.

*****FIGHTING ON CAMPUS*****

Students that choose to fight on the LCHS 9th Grade Campus will be suspended from school for up to 5 days for the 1st offense and risk being suspended for more days and possible tribunal should they be involved in more than 1 altercation. All students fighting on our campus will be removed from campus by the School Resource Officer (SRO) and carried to the Leesburg City Police Station. Criminal charges may be filed against the offender(s).

DRESS CODE – LCHS 9th GRADE

Cleanliness of persons and appropriate apparel is expected as a matter of health and aesthetics. The dress of students must be in good taste, appropriate for school activities, in accordance with the school rules, and not be disruptive to the learning environment. The LCHS 9th Grade Campus dress code is designed to reduce the likelihood of distraction or disruption and to maintain an academic focus in the classroom and on campus. Lee County High School 9th Grade Campus does not permit revealing clothing. Administrators have the final authority in all judgements related to dress and hygiene.

Dress code regulations:

1. Halter-tops, tube tops, crop tops, midriffs, tank tops, see-through and backless shirts, spaghetti strap tops, and shirts with sleeves cut out are not permitted. All clothing should be non-revealing in the chest area and midriff area whether standing or sitting.
2. Clothing with holes in inappropriate areas or areas that prevent the garment from meeting guidelines for shorts and skirts is prohibited.
3. Athletic wear may be worn provided that it meets the requirements listed throughout other dress code regulations.
4. Shorts, dresses and skirt hemlines should be within 3" of the top **of the kneecap bone** when worn properly at the waist and when standing upright. A 3" maximum is allowed above the knee for slits in skirts and dresses.
5. Any skin tight pants (which are footless and opaque) may be worn but only with a top that reaches the thighs.
6. Pants, shorts, and skirts are to be worn properly at the waist.
7. Proper undergarments must be worn at all times and **should not be visible**.
8. Sleep attire including flannel sleep pants, nylon pajamas and bedroom shoes/slippers are not allowed. Pillows and blankets are not appropriate for a classroom setting. Do not bring them.
9. Hats and caps, bandanas, headbands, and head coverings are not appropriate attire for school. These items must be stored in lockers at the time of arrival to school. None of these items can be worn on the patio, at PE/Weight Training, or during any type of class. Students violating this policy may have them taken up by teachers or administration and are subject to disciplinary action.
10. Clothing or personal belongings displaying alcohol, drugs, tobacco, illegal substances, or gangs including symbols, logos, or trademarks is prohibited.
11. Clothing or personal belongings displaying obscene, vulgar, inflammatory, derogatory, or suggestive language, gestures, or pictures is prohibited.
12. Sunglasses, chains, and dog collars are prohibited.
13. Trench coats and body length coats are not allowed.
14. Proper shoes must be worn at all times.
15. Any item that is a safety concern or disruptive to the learning environment will be handled appropriately.

APPROPRIATE ATTIRE:

1. Clothing made of non-see-through material that is loose fitting and without holes. The body should be covered from the neckline to knees (A tolerance of 3 inches will be allowed to accommodate students with different body proportions).
2. Pants or jeans
3. Skirts, dresses, or shorts that meet the length requirements.
4. For lab classes, such as Chemistry, Anatomy, Physical Science, Biology, Physics, Metals, Ag., and Construction, shoes that cover the feet entirely (no flip-flops, open-toed or backless shoes) and legs should be covered completely. Other specific clothing requirements will be covered in individual classes. Safety glasses are required in lab settings.

CONSEQUENCES FOR DRESS CODE VIOLATIONS:

In all instances a change of clothing will be required.

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|-------------|------------------------|
| 1st offense | Warning/Parent Contact |
| 2nd offense | 1 day ASD |
| 3rd offense | 3 days ASD |
| 4th offense | 1 day ISS |
| 5th offense | 3 days ISS |

****** Please note – We only will give warnings for dress code the first few days of school. After this, we expect students to know and adhere to the dress code. For all violations, a change of clothes will need to be brought to the school – the student will not be allowed to attend regular classes until he/she is in full compliance with the dress code.**

BUS DISCIPLINE

The Lee County Board of Education is vitally concerned about the safety and welfare of the students riding buses. In an effort to inform students and parents or guardians of acts that can threaten safety and welfare, bus rules and regulations have been adopted. The driver, together with the transportation supervisor and the school principal, shall have full responsibility for discipline on buses.

Bus Regulations Bus Regulations: Students are only permitted to ride their assigned bus. When space is available, extra riders may be allowed to ride an unassigned bus. The school must be given **one day's notice** to check availability for extra riders. Parents must provide written permission for their child to ride an alternate bus. The parent's name, the address of the location where their child should be dropped off, and a daytime phone number of the parent of the student their child is accompanying must be provided. This information must be signed by a school official and a copy must be provided to the bus driver.

1. Students shall obey the driver willingly and promptly. The driver is in full charge of the bus and students.
2. The driver has the right to assign seats as he/she deems necessary.
3. Students are to help keep their bus clean by not throwing trash on the floor. Students shall not throw any object out the windows.
4. No student shall at any time extend his head, hands, arms or any part of his body out the window.
5. Damages done to bus or equipment must be paid by that individual.
6. No knives, sharp objects, or any object that might endanger another student can be brought onto the bus at any time.
7. Students must ride the bus on which they have been assigned.
8. Students should remain seated and should face the front of the bus at all times.
9. Students shall behave in an appropriate and orderly manner.

Bus Disciplinary Offenses:

| | |
|-------------|---|
| 1st offense | Up to two days |
| 2nd offense | 2 to five days |
| 3rd offense | 5 to eight days |
| 4th offense | 8 to twelve days |
| 5th offense | 12 to sixteen days |
| 6th offense | 16 to twenty days |
| 7th offense | Possible expulsion from school bus remainder of school year |

Video Surveillance

In an effort to maintain order and discipline on school property and in school vehicles, LCHS 9 utilizes a video surveillance system.

After School Hours

Students should make transportation arrangements prior to school being dismissed. Students should be out of the building and off campus by 3:15 unless they are under the direct supervision of a teacher. The school is NOT responsible for students left on campus without appropriate adult supervision.

