



**Lee County Middle School  
East Campus**

**2020 - 2021**

**185 Firetower Road  
Leesburg, GA 31763  
Phone: 903-3500  
Fax: 903-3521**

**Property of:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_

**In case of emergency, please notify:**

**Name:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

# STUDENT INFORMATION

Student's Name \_\_\_\_\_ Student's Email Address \_\_\_\_\_ Homeroom Teacher \_\_\_\_\_

AM Bus # \_\_\_\_\_ PM Bus # \_\_\_\_\_ Lunch # \_\_\_\_\_ Locker # \_\_\_\_\_ Combination \_\_\_\_\_

| <u>WEBSITES</u> | <u>USERNAME</u> | <u>PASSWORD</u> |
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## LCMS-E PBIS Reward Opportunities

### 2 WEEK REWARD

Students who have **NO** marks on their behavior card or on the missing assignment page in their student agenda during the 2 week period will receive a reward from administration.

### 4 ½ WEEK REWARD

Students who have **NO referrals** and **≤ 3 unexcused absences** during the 4 ½ week period will have the opportunity to choose an activity of their choice listed below:

\*Sporting Event (TBD)

\*Outside Time- Free Play w/ Friends

\*Technology Pass for Music or Gaming (NO SOCIAL MEDIA)

### YEAR REWARD

Students who have **NO referrals constituting ISS or OSS** and **≤ 10 absences** during the year will have the opportunity to attend an **ALL DAY** end-of-year bash. There will be various inflatables and water activities. Students will have a picnic lunch and concessions will be available.

### PBIS Individual Reward System

Students will be rewarded points for displaying positive behavior throughout the school year. Points will be given by scanning the students badge. Students will collect points using the PBIS REWARDS APP. An online school store has been set up so students can cash in their points for items of their choice. Students will be in charge of keeping up with their points.

**HALLWAY PASSPORT**

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# PRINCIPAL'S WELCOME

Welcome to the 2020 - 2021 school year! I am honored to serve our students, parents, and community as the Principal of Lee County Middle School East Campus. The opportunity to begin a school year as the instructional leader in such a highly reputable school district is truly a blessing. I look forward to working collaboratively with all staff members, students, parents, and community and business partners this year.

Throughout this year, it is vital that everyone seeks to build positive relationships among all stakeholders in our learning community. Everyone who steps through our doors - staff, students, parents, and guests - will be treated respectfully in a positive and nurturing environment. Building strong relationships with our parents and students is important to me, as well as all of the staff members at our school. Effective communication is paramount to developing strong relationships. For this reason, I encourage every parent to develop a collaborative relationship with your child's teachers. Get involved with the school! This will assist greatly with ensuring a successful year. Our common interest is the students of our school, and I ask that we all embrace the idea of doing whatever it takes to ensure the positive academic, social, emotional, and physical growth of each of them!

Let's all work together this year and continue to provide challenging and relevant learning experiences for our students.

Sincerely,

*Kelli P. Duke*

Principal  
Lee County Middle School East Campus

### TROJAN CODE

We at LCMS East Campus expect parents to support the Lee County School System to ensure the best education for their child. Students are expected to be respectful, honest, responsible, and trustworthy. We feel that it is the parent's responsibility to ensure that their child possess these qualities. Students are expected to abide by the following code:

1. Students will remain seated and listen courteously to announcements.
2. Every student is expected to complete and turn in homework in a timely fashion.
3. Students should bring to class every day their agenda, book, paper, pen, and pencil and/or required materials. 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.
4. All papers, forms, notes, etc., are to be promptly returned with parent/guardian's signature upon request.
5. Students should have their agenda signed by a teacher for use as a pass to use the phones, visit the office, or any other legitimate reason to be out of the classroom.
6. During school hours, food and drink are to be consumed in the lunchroom or under adult supervision with permission due to a fundraiser, PBIS celebration, or school activity. All food from the lunchroom should remain in the lunchroom unless other directions come from a teacher or school administrator. **Only water in clear containers will be allowed in the classroom.**
7. At the end of the school day, students will leave when their bus is announced.
8. Students are expected to show respect for school personnel, other adults, students, family, and self.
9. Students are responsible for the proper care of all books, supplies, equipment, and furniture supplied by the school. Students may be expected to pay a fee for damages/loss.
10. Students are expected to give their best effort every day.
11. Students should set some personal goals and make strong efforts to accomplish them.
12. Appropriate behavior is expected at all school functions and on all school field trips.

**Violation of the Trojan Code may result in disciplinary consequences given by classroom teachers and/or school administrators.**

**This handbook contains useful information for both parents and students regarding the daily operations of Lee County Middle School East Campus. It will also serve as a handy reference, and should act as a guide for effective planning and involvement in the school. Please note that the contents are alphabetized by the section headings.**

### AFTER SCHOOL TUTORING

Team teachers will notify parents of the days/time when additional academic support will be offered to students after school. Students are expected to behave during this time, and parents are expected to **pick up their child by 4:00**. Students who stay after school for tutoring and are not picked up by the designated time may not be allowed to continue to stay for extra help.

### AGENDAS

Student agendas are used as a communication tool between school and home and a hall pass for students. Each student will be required to purchase an agenda at the beginning of the school year. The initial cost of the agenda is \$7 and the replacement cost is \$10.

### BAND

Band is a year-long, co-curricular course that offers students a chance to learn to play an instrument alone and with others in an ensemble setting. Band classes consist of a 6<sup>th</sup> grade beginning band, and 7th and 8th grade intermediate (Concert Band II) and advanced (Concert Band I) band classes. Students are expected to purchase most instruments for this class with the exception of the larger brass instruments or secondary instruments. Band students have the opportunity to participate in a variety of performances which include but are not limited to: District Honor Band Clinic, Winter and Spring Concerts, Solo and Ensemble, Large Group Performance Evaluation, All State Band, Region Band, 1st and 2nd Year Honor Band, and even Marching Band. Students are graded on participation, written work, pass-offs, and rehearsal/performance attendance.

### BRING YOUR OWN TECHNOLOGY

LCMS-E implements bring your own technology (BYOT) in the classroom. This means that your student will be allowed to bring smartphones, tablets, kindles, etc. into the school. These devices will **only** be used for educational purposes or reward activities. Students will **not** be allowed to use their devices for any type of social networking, texting, making phone calls, or taking pictures or videos unless otherwise stated by the teacher. Listed below are expectations for appropriate electronic device classroom behavior.

- No technology is to be seen or heard if it is not part of the lesson. Teachers will clearly communicate when the use of technology is appropriate. Not every day is a technology day. No day is a free technology day.
- During lessons, students may only be on approved apps or websites. Teachers will clearly communicate which apps and websites are appropriate for the lesson.
- Permission must be obtained from the teacher to use any electronic device if not directly stated.

- Students may not use electronic devices to distract peers.
- Students may not use cell phones to text or call parents during class to come pick them up at school.
- Under **NO** circumstances may anything done in class be posted to any type of website or app without the teacher's permission.

Any violation or abuse of this policy may result in disciplinary action and temporary or permanent loss of electronic device privileges in class. It is the teacher's discretion to determine inappropriate electronic device classroom behavior. Teachers will try to give a day's notice if technology will be used in a lesson. For more information on behavioral consequences, please consult the Cell Phones/Electronic Devices section of this handbook. *Note: It is not a requirement for students to bring their own technology to school. School devices will be provided for any student who does not bring a personal device if technology is necessary. 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.*

#### **BUILDING EVACUATIONS**

Building evacuations are an unfortunate but necessary precaution for public and private schools and institutions. Students will practice appropriate procedures for evacuating the building. At all times, our total focus will be the safekeeping of our students and staff. Procedures will be defined in the teacher handbook and posted in all classrooms.

#### **BUS TRANSPORTATION**

When space is available, extra riders may ride an unassigned school bus. Students wanting to ride an unassigned bus must submit a parent note giving permission for the student to ride the bus. **This note must be submitted to the front office at least one day prior to wanting to ride the bus** in order to ensure available space on the bus. The note must include the parent's name, phone number and the address where the student should be dropped off.

#### **CAFETERIA**

The Lee County Middle School East Campus cafeteria offers breakfast and lunch for students daily. Meal prices are listed:

##### **Breakfast**

Full pay students - \$1.25  
 Reduced students - \$.30  
 Adults - \$1.50

##### **Lunch**

Full pay students - \$2.50  
 Reduced students - \$.40  
 Adults - \$3.50

Extra Milk - \$.50  
 Tea for adults - \$.25

Breakfast is served from 7:45-8:10. Students who are **car riders will only be permitted to eat breakfast if they arrive at school by 8:00**. If a student has to be dropped off at school later than 8:00, administration asks that the student eats breakfast before coming to school to ensure arriving in class on time. A free and reduced lunch program is available for those students who qualify. Students are encouraged to pay weekly or monthly with checks payable to Lee County School Food Service. Food service personnel are available every morning in the main lunchroom to receive payment for meals. **No outside meals may be delivered to students at school.** Ice cream and fruit juice are available for additional monies. **Carbonated beverages may not be consumed in the lunchroom.** Students will not be allowed to charge over \$7.50 for meals in the cafeteria. By allowing charges up to \$7.50, students will continue to receive breakfast and lunch for a reasonable grace period in the event they forget to bring money to school. After students have reached their charge limit, they will receive an alternate meal for lunch consisting of a sandwich and milk. No more than 5 alternate lunch meals may be served to students. Additional action will be taken if charges remain unpaid. Students owing over \$7.50, will NOT be allowed to get a breakfast tray. 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. Lee County Middle School East Campus cannot accommodate parents at lunch. Thanks for your understanding.

#### **CELL PHONES/ELECTRONIC DEVICES**

Cell phones may be used outside of the building prior to 8:00 and after 3:15. These items may not be accessible to students (kept in lockers) during the school day unless being used in regards to the BYOT policy. Cell phones and any other electronic device seen during the school day may result in these items being taken up from the student. LCMS East Campus is NOT responsible for any of the items brought to school by students. **The only exceptions to this policy is if the device is being used (1) in the classroom for instructional purposes as approved by the teacher or (2) for the purposes of a school scheduled activity such as a PBIS celebration. If, however, the device is used in any unauthorized manner during this time, disciplinary action may occur.**

The LCMS East Campus Cell Phone/Electronic Device policy is:

1<sup>st</sup> offense: \$10.00 charge and the device will be released to a parent/guardian only.

2<sup>nd</sup> offense: \$20.00 charge and the device will be released to a parent/guardian only.

3<sup>rd</sup> offense (and each offense thereafter): \$40.00 charge and the device will be released to a parent/guardian only.

**Parents may retrieve items from the front office staff between the hours of 8:30 AM and 3:30 PM.** Please note that there will be a \$30.00 service charge on all returned checks.

### **No Bluetooth headphone devices allowed.**

### **CHORUS**

Chorus is a course for 6th, 7th, and 8th grade students designed to build skills in music literacy using the voice as an instrument. Everyone's voice is unique, and individual attention is necessary to insure each singer's growth. Efficient singing techniques including body alignment, breath flow, and vowel shaping are explored. The Kodaly-based games and reading activities that promote inner hearing and composition/improvisation skills are basic to reading music and are a significant part of the curriculum. Only the best choral literature available is studied, along with the following performance opportunities: All State auditions, Solo and Ensemble participation, fall and Christmas concerts, Sixth Grade Statewide Honor Choir, District Honor Choir, GMEA Choral Festival, spring auditions, spring concert, spring Chorus trip, and various additional performance opportunities that may arise during the year. Students are graded on performance, class participation, tests, and overall musicianship.

### **CLUBS**

Art Attack: is a club that will meet during club time and occasionally after school to explore photography, graphic design and the computer arts. In the 21<sup>st</sup> century, the demand for digital media is increasing rapidly. Based on the Rhode Island School of Design's STEAM initiative, Art Attack will explore the mingling of Science, Technology, Engineering and Mathematics into Art/Design. Art Attack will be available to both LCMS East and LCMS West students. Sponsor: Lindsey Tucker

Jr. Beta Club: Open to 7th-8th graders year-long; sixth graders become eligible after first semester of sixth grade year. This is an honor society based on academics, character, democratic values, and leadership. Membership is based upon teacher recommendation. Sponsors: Kayla Moore

Buddy Club: The buddy club is a place to form and foster friendships of same-aged peers who may or may not have a disability. The goal of the club will be to promote acceptance and awareness of everyone no matter what "category" they fit into. Sponsor: Ashley Harris

Craft Club: The Craft Club is open to 6<sup>th</sup>-8<sup>th</sup> grade students, but club size is limited. Members will create a variety of individual craft projects to include seasonal decorations and school spirit items. There is a \$20 supply fee. Sponsor: Andrea Pollock

Drama Club: Drama Club is designed for students interested in learning more about the aspects of theater. This includes learning stage terminology, working on acting skills, set building, and costumes/makeup design. Sponsor : Scott Kroll

Fellowship of Christian Athletes: Open to 6th-8th graders. Interdenominational school-based Christian sports organization which focuses on serving the community. Sponsor: Danielle Rudd

Fitness Club: Open to 6<sup>th</sup>-8<sup>th</sup> graders. There is a \$15 supply fee. Students learn about good eating habits, fitness exercises, and strategies for healthy living. Sponsor: Derrick Rutland

Future Business Leaders of America\*: FBLA is a national organization open to all 6th-8th grade students to enhance leadership skills. Students work on skills involving keyboarding applications, computer technology, slideshow presentations, video production, website design, career exploration math, English, spelling, etc.. Members have the opportunity to travel to participate in various competitions throughout the year. Sponsor: Nicole Mallory

Girl Talk: Open to 6th-8th grade girls. This club meets once a week for an hour after school starting in November. It is a peer mentoring program where high school girls mentor middle school girls to help them deal with the issues they face in their early teenage years. Members also participate in community service projects. Sponsor: Hannah Tatom

Girls Who Code: Girls Who Code aims to support and increase the number of women in computer science by equipping young women with the necessary computing skills to pursue 21st century opportunities. Sponsor: TBD

Inner Beauty Project: This is a club that will meet some after school and during club times. It is strictly for girls and is a Christian based club offering life lessons for girls covering a variety of topics that are age appropriate for mentoring middle school girls. Sponsor: Leah Edalgo

National FFA\*: Open to 6th-8th graders interested in participating in activities dealing with the various aspects of agricultural science and leadership skills. Sponsor: Ashley Perl

Odyssey of The Mind- Open to 6<sup>th</sup>-8<sup>th</sup> and is an international educational program that provides problem solving opportunities for students kindergarten through college. This club will be made up of 7 members who have gone through an audition process. We will meet 2-3 times a week in order to prepare for competition in March. Sponsor:TBD

Robotics: FIRST LEGO League is a robotics program for 9 to 14 year olds, which is designed to get students excited about science and technology while teaching them valuable employment and life skills. In FLL, teams learn both through what we do (the Robot Game and the Project) and how we do it (the FLL Core Values). The robotics club will meet during ELT daily through the week for



playfield practice and build times and during club days for competition practice. Robotics is open to all grade levels through an application process, with 6th grade being accepted in the fall and upcoming 7th and 8th grade in the spring for the following year's season. During a season robotics will compete in up to 3 competitions on Saturday's beginning in late November or early December through the end of January. Sponsors: Brett Rey & Shane Williams

ROLE: Responsibility & Ownership of Lee's Environment. Purpose: is to develop young men into leaders and productive citizens within Lee schools and community. Mission: to educate ROLE club members on how to develop leadership skills and how to use those skills to improve one's physical and social environment. Sponsor: Colby Simpson

Sign Language Club (Lee County): The Lee County Sign Language Club's mission is to develop sign language skills to communicate with Deaf and Hard of Hearing members of our community. The club meets twice each month at Lee County High School, from 3:30-4:30 PM or 5:00PM. The club is open to everyone associated with the Lee County School System, including all family members of students and system staff! The LCSS Sign Language Club does not have a maximum limit on membership numbers. Please join us this year as we participate in the Homecoming and Christmas Parades, support Lee County DFACS with Christmas present donations, support the troops with donations, host a Christmas party for residents at Lee Healthcare, and host a tri-county luncheon for the Deaf and Hard of Hearing students in Lee, Dougherty, and Worth Counties. We will focus on creating signed children's stories on DVD for the Deaf/HH students in Lee. Additional volunteer opportunities may be included, such as hosting a fun activity for children during the Sheriff's Special Olympics Fundraiser event in May or other Leesburg events during the year. New members to the club are required to join with a \$15 membership fee, which includes a sign language book. Returning members to the club pay only \$5. Sponsor: Sherry Benz

Student Government Association: Open to 6th-8th graders. Homeroom representatives are elected by designing a campaign using posters and giving speeches in their homerooms in early August. Officers will then be elected by the SGA members. Students will be involved in school and community projects throughout the year. SGA is committed to planning and acting as speakers for the annual Veterans' Day Program, as well as ambassadors for the school at many school functions. Opportunities include: Step Up and Lead Conference, and spring trip to Atlanta during the General Assembly. Sponsor: Leah Edalgo & Hannah Tatom

Technology Student Association (TSA): A national organization of students engaged in STEM. The organization is open to all 6th - 8th grade students who have taken or are taking technology education courses. TSA chapters take the study of STEM beyond the classroom and give students the chance to pursue academic challenges among friends with similar goals and interests.

Tennis Club: Tennis Club meets monthly during club time. Students will learn the fundamental skills of tennis. The fee is \$15 which includes one T-shirt and a bottle of water for every meeting. Students will be transported to the tennis courts next to the BOE for tennis club. Sponsor: Marri Haggerty

Yearbook: Students must go through an application, interview, and selection process. Teacher recommendations will be used. Staff members who do not complete assignments on time may be dismissed from the staff. Sponsor: Pam Johnson

*\*These clubs will be combined for both Lee County Middle School East and West Campuses. Students from both schools will be eligible for participation.*

## **CONFERENCES**

Conferences with teachers, counselors, or administrators should be **scheduled in advance** to make sure they are available to meet with parents. Teachers, counselors, or administrators may be off campus or have other meetings scheduled during the day.

## **DRESS CODE**

All students at LCMS East Campus are expected to select a mode of dress that is appropriate for school activities. Students are prohibited from wearing any type of apparel which distracts from the educational environment. When students are required to change clothes to attend school, a parent will be called. The expectations include:

1. No hats, bandannas/headbands, or sunglasses unless it is sponsored by a school event (i.e. spirit week, PBIS rewards, etc.)
2. No clothing with any reference to drugs, sex, alcohol, gangs, violence, or profanity.
3. No tank tops, halter-tops, tube tops, or tops that reveal parts of the midriff. Sleeveless shirts or dresses must cover the majority of the shoulder and be non-revealing in the chest area. Undershirts that can be seen through sheer shirts must also follow this dress code.
4. No body piercing (Ex. tongue, eyebrow, nose, navel, lip).
5. No clothes/jeans with tears or holes in inappropriate areas.
6. If you wear a dress/skirt/top with no leggings, it must come to the knee. If you wear a dress/skirt/top with leggings, it must meet length rule for shorts (see #8).
7. No face painting or stick on tattoos – unless it is sponsored by a school event (i.e. spirit week, PBIS rewards, etc.)
8. All shorts must meet the fingertip test. This means that the shorts must be as long as the wearer's longest finger when the arms are held properly by the side.
9. If leggings are worn, a top that meets the length requirements for shorts (passes the fingertip test) must be worn.
10. No spike jewelry, clothing, or wallet chains.
11. Undergarments should not be visible.

12. No pajama pants, pajama tops, or bedroom shoes may be worn (unless a school activity permits such garments).
13. Gang affiliation clothing, accessories, styles will not be allowed to be worn at school.
14. Blankets are not allowed at school.
15. Hair must be clean and groomed in a style not disruptive to the learning environment.
16. Pants, shorts, and/or skirts should be worn at the natural waistline. No sagging or showing of any undergarment or second layer of clothing including, but not limited to, gym shorts and boxer shorts.

#### **EQUAL OPPORTUNITY DISCRIMINATORY COMPLAINTS PROCEDURE**

Refer to the Lee County School System Code of Student Conduct for information regarding this topic.

#### **FIELD TRIPS**

Students attending school-sponsored trips must have written permission from parents. Students are expected to conduct themselves in an acceptable manner, or they will have forfeiture of future field trips in addition to application of school discipline procedures. Students are expected to be in good academic and behavioral standing to be excused for educational field experiences. Sometimes money paid for field trips is nonrefundable should the student be unable to attend. Chaperones should be the parent/legal guardian/grandparent of the student and must be 21 or older. Chaperones will be expected to sign a contract with the school before being allowed to chaperone a field trip. **ALL CHAPERONES WILL BE REQUIRED TO COMPLETE A BACKGROUND CHECK THROUGH THE LEE COUNTY SHERIFF'S OFFICE using the form that is available on the school website. All chaperones are required to submit their completed background check to the school's front office AT LEAST ONE WEEK PRIOR to the field trip. When a background check is approved by one school in the system, the chaperone will be cleared to attend events at any school in the system.**

#### **FIRE DRILLS**

Fire drills are held regularly as required by state law. They may occur at any time during the school year. Students are expected to exit in an orderly fashion as directed by supervising adults. Fire and emergency evacuations save lives. Students can recognize this drill by a continuous siren and blinking light.

#### **FLOWERS**

Parents and friends are asked NOT to send flowers/balloons to students at school. Students are not allowed to carry flowers/balloons on school buses and flowers will not be delivered to classrooms.

#### **FOOD**

Teams are permitted to offer various team building activities for students. For the safety of the students and the food provider, we require that food items be "store bought" if the activity involves food. Homemade items cannot be accepted. If students bring in items to share with other students related to a student's birthday, the same rule applies. The child's teacher must be contacted in advance before sending any refreshments to school for a birthday celebration or other special occasion.

#### **GIFTED REFERRAL PROCEDURES**

**Student Referral:** The purpose of the referral phase is to gather existing information, including observation of student behaviors, about the student in order for the Eligibility Team to determine whether further consideration for the gifted program is warranted. Referrals to be considered by the Gifted Program Eligibility Team located in each local school most often come from automatic referrals generated from review of standardized achievement test scores and reported referrals from classroom teachers and other school based educators. However, any person who has knowledge of a student's intellectual functioning can make a referral. A referral may be made by teachers, counselors, administrators, parents or guardians, student peers, or by the student himself/herself.

**Reported Referral:** If a person wishes to refer a student for the gifted program, he/she must complete a Gifted Program Referral Form. Gifted Program Referral forms are to be turned in to the gifted education teacher at the student's school. Referrals may be turned in any time during the school year but will be reviewed by the local school Eligibility Team shortly after school opens in the fall for new to Lee County students and in the spring for all other students.

Students who move into Lee County that were actively engaged in a gifted program in another Georgia public school district will be placed in the gifted program in Lee County Schools once documentation of service in the former Georgia school district has been received. Students who move into Lee County that were actively engaged in a gifted program in a public school district outside the State of Georgia will be reviewed by the local school Eligibility Team to determine if any assessment is necessary before determining eligibility for gifted services. Lee County Middle School East Campus students receive gifted services in math and/or reading.

#### **SCHOOL COUNSELING**

Lee County Middle School East Campus has the services of a school counselor who works closely with students, parents, and other personnel. The counselor strives to promote a positive educational atmosphere. Student conferences with the counselor should be

scheduled during non-instructional class time except in cases of emergency with prior approval of their teacher. Teachers and students deserve the courtesy of having uninterrupted classes. Parent conferences with the teachers are encouraged and the counselor is available to participate in such conferences. The counselor also provides classroom and small group guidance sessions with students. If you have a concern about a student please visit the LCMS-E counselor page at <https://www.lee.k12.ga.us/3/Content/362> and submit a request.

### **HEALTH RECORDS**

Georgia Law requires that every student enrolled in Georgia public schools have a Certificate of Immunization on file. Students who do not provide the school with an approved certificate will be referred to the school social worker. Non-compliance of this law will prevent the child from attending public school unless a waiver for school immunization is provided. Out-of-state transfer students are given a reasonable grace period to furnish the school with the appropriate Certificate of Immunization. Vaccinations and vaccination records may be obtained from the County Health Department or from your private physician.

### **HEALTH SERVICES**

A nurse is available to help your child in case of illness or injury at school. Parents will be notified when a child is sick or complaining of continuous discomfort or pain. It is vital to always have up to date telephone numbers where a parent, relative, or friend can be reached at all times. If your home or work number changes, please notify the front office and/or nurse's office as soon as possible. In case of serious illness/injury, the school will telephone Emergency Medical Services for immediate assistance and transport the student to the nearest hospital. Any associated costs will be the parent's responsibility. **All medicine, whether prescription or over-the-counter, must be stored in the nurse's office and dispersed by the nurse. Any student in possession of medicine at school may be subject to disciplinary consequences.**

A school health information sheet is sent home on the first day of school with each child. This sheet provides needed information concerning medicines and emergency contact. . It is very important for the parent to fill out the health information sheet, sign it, and return it to school.

Medication administration in schools is discouraged unless medically necessary for the student's health, safety and optimal learning. If medications can be given at home; before or after school hours, please do so. However, if medication administration is absolutely necessary during school hours, the following procedures must be followed:

- The parent/guardian or student (age appropriate) must transport prescription medicines to the health clinic or main office immediately upon arriving at school. **All controlled medications (Adderall, Ritalin, Focalin, Metadate, Vyvanse, etc...) must be brought in and picked up by an adult.**
- The first dose of any new medication or new dosage must be given at home where the parent/guardian can monitor for potential side effects and adverse reactions.
- A nurse is not always available to assist in the administration of the medication; therefore the student may be assisted by an adult designated by the principal.
- Do not send medication to school which needs to be given daily or two/three times a day unless the physician specifically states a time during the school day which it is to be given. An antibiotic which is to be given three times daily can be given before the child leaves for school, when he/she gets home, and at bedtime.
- If a medication is required at lunch daily (ex., medication for ADD), the physician must specifically state time to be given on prescription.
- 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, and dispensing pharmacy. We request that you ask the pharmacist to give you two labeled prescription bottles so that you have one bottle at home and one at school.
- 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 and the student cannot be at school under the influence of such medications.

- The parent/guardian must complete and sign an Authorization to Give Medication at School in order for school staff to administer medication. The prescribing physician must also sign the Authorization to Give Medication at School if the medication is to be given longer than two weeks.
- The parent/guardian is responsible for notifying the school of any changes in the administration of their student’s 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

**HONOR ROLL**

|                               |        |
|-------------------------------|--------|
| Superintendent’s Scholar----- | 96-100 |
| Principal’s Scholar-----      | 90-100 |
| Jr. Trojan Scholar-----       | 85-100 |

Students must have the above grades **in all subjects including connections and physical education classes** to qualify for Honor Roll each nine weeks grading period. Honor Roll **for the year** will be based on the students’ yearly average as of the progress report for the 4<sup>th</sup> nine weeks grading period. This average will be calculated separately for each subject. Students must meet the above criteria for each subject in order to be a Superintendent's Scholar, Principal's Scholar, or Jr. Trojan Scholar for the year.

**IN SCHOOL SUSPENSION/OUT OF SCHOOL SUSPENSION**

There are strict rules and guidelines that students must follow while they are in In School Suspension (ISS). Failure to abide by these rules could result in the student being assigned Out of School Suspension (OSS). Students may be assigned in school suspension (ISS) in lieu of after school detention (ASD), only if the parent is unable to pick up the child at the proper time from ASD. OSS will count as an unexcused absence and the student will only receive 50% credit for any work the student turns in upon returning to school. Students who disfigure property, break windows, paint graffiti, litter, or do other damage to the school, personal property or equipment may be required to pay for the damage, clean it, and/or replace the item in addition to being assigned ISS/OSS.

**STUDENTS IN ISS OR OSS MAY NOT PARTICIPATE IN EXTRACURRICULAR ACTIVITIES ON THE DAY(S) THE SUSPENSION IS BEING SERVED.**

**ID BADGES**

Every student is **required** to wear an ID badge. The cost of the badge is \$3.00. This badge will be used for safety purposes and for convenience to check out books from the media center, to eat lunch, to reward PBIS points, and for behavior tracking.

**INSURANCE**

Student Accident Insurance is available. The basic plan covers students while at school and traveling to and from school. The yearly plan is also available. It covers the student 24 hours each day for one year. All students are encouraged to take advantage of this valuable service. Information relative to insurance will be made available in the office.

**LATE WORK POLICY**

**This refers to work submitted after the due date when the student was present at school. It does not include make-up work from an excused absence.**

6<sup>th</sup> Grade: Late work will be accepted for up to 10 school days beyond the due date with 70 being the highest grade given

7<sup>th</sup> Grade: Late work will be accepted for up to 5 school days beyond the due date with 70 being the highest grade given

8<sup>th</sup> Grade: Late work will be accepted for up to 5 school days beyond the due date with 60 being the highest grade given

**LOCKERS**

Each student should rent a school lock/locker for \$5.00. It is his/her responsibility to take care of this locker. Under no circumstances should the combination be shared or dialed in such a manner that someone may observe it. Students cannot share lockers. Students will be held responsible for damages and excessive wear and tear on locks/lockers. If a lock is lost or purposely damaged, the replacement cost will be \$5.00. Students are not to put permanent stickers or other ornaments on the inside or outside of their lockers. Students will be required to keep all bags (Ex. book bags, purses, gym bags, lunch boxes, etc.) in their locker during the school day. Students may use lockers only during designated times of the day. Students may not use lockers during class or at unscheduled times without permission from the current classroom teacher. All students are expected to bring required materials to class as scheduled. No harmful or illegal materials should be stored in lockers. Lockers may be opened and searched at any time with or without

notification of the student at the discretion of the administration. See the Search and Seizure Policy in this handbook for further details. See Physical Education for information about PE lockers.

### **LOST ARTICLES**

All articles that are found should be turned in to the lost and found designated areas in the front office, outside the gym in or in each team's designated lost and found area. Students seeking lost articles should check with the office. Unclaimed lost articles will be donated to charity at the end of each semester.

### **LOST OR DAMAGED ITEMS SUPPLIED BY THE SCHOOL**

Lee County Middle School East Campus administers a system of maintaining and controlling all materials, supplies, and equipment owned by the school. Students are responsible for all items issued to them by a teacher or media specialist. Lost or excessively damaged items must be paid for by the student to whom the item was issued. Students will be required to pay full price for any book that is lost or damaged beyond repair, and \$10.00 for any book that must be rebound. All materials, supplies, and equipment represent a sizable financial investment for the school. Lee County Middle School East Campus will establish rules and regulations as it deems necessary for the care and protection of these materials. Disciplinary consequences may result in addition to the student being charged for damaged items. If the instilled fee is not paid, additional disciplinary action may be taken.

### **MEDIA CENTER**

The media center's primary function is to support the curriculum at LCMS East Campus. The media center is open from 7:45 a.m. – 3:45 p.m. Per state law, the media center operates on a fully flexible schedule. Flexible scheduling is addressed in the GaDOE rule IFBD 160-4-4-.01. A Georgia school library media program must include a plan for flexibly scheduled media center access for students and teachers in groups or as individuals simultaneously throughout each instructional day. Students who come to the media center should have an agenda signed by a classroom teacher unless they come as a whole group or are returning a book only.

**Checking out books:** Students may check out two books at a time. Books are checked out for a two-week period (due dates are stamped in the back of the book). Fines are charged on overdue books -- \$0.05 per school day after the due date. Overdue notices are given each 9 weeks or upon request. If students have fines under \$0.45 and no overdue book, they may check out one book. Students with fines of \$0.45 or more with an overdue book will not be allowed to check out a book until the overdue book is returned and/or fines are paid.

**Lost or damaged books:** If students lose or damage books beyond usefulness while items are checked out in their name, they must pay the cost of the book/item. If a lost book is found and returned during the school year, the cost of the book – minus fines – will be refunded. For additional information, see the **Lost or Damaged Items Supplied by the School** section above.

**Internet Use and BYOT:** Parents must give permission for students to use the Internet and agree that students will follow BOE policy re: Internet Use and BYOT as described in the Code of Conduct. See the **Parent/Guardian Acknowledgment** page in this agenda.

**Photo/Video Policy:** Parents must give permission for students to have pictures/videos published online or by news media. See the **Parent/Guardian Acknowledgment** page in this agenda.

**Copies/Printing:** The media center has a copy machine for student use. The cost is \$0.10 per side copied. Students are asked to copy and paste images/text from the Internet to a Word document to reduce the amount of toner and paper used when printing. Students should ask permission to print may print in black-and-white only unless given permission otherwise.

**Teen Space:** The teen space is provided for students to relax and enjoy time in a casual atmosphere. They may read, play games, or just visit. It serves as a reward for academic performance or behavior, and students may come for 15-minute periods with a Teen Space pass from their teachers.

**Makerspace:** The Makerspace is provided for students to use their creative side to engineer their own creations and accommodates eight students at a time. Supplies are limited and donations are accepted throughout the school year and summer. Teachers may send two students at a time using a teacher issued pass. Teachers may sign up for use of the Makerspace and the Media Center together to accommodate an entire class. School-wide Makerspace challenges will be conducted several times a year.

### **MINUTE OF REFLECTION**

Lee County Middle School East Campus will conduct a brief period of quiet reflection for not more than 60 seconds for all pupils assembled. This will occur during the first period each morning and prior to the Pledge of Allegiance to the flag.

### **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. 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.
- b. 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.
- c. 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.
- d. The Superintendent will evaluate the student's request and the principal's recommendations and present them to the Board with a recommendation for approval or disapproval.
- e. The decision of the Board, the student's name and the non-instructional activity for which the absences will be taken will be reflected in the official Board minutes. The student will be notified of the disposition of the request.

#### OFFICE HOURS

The front office is open each day from 7:30 a.m. until 4:00 p.m. It is here that any necessary contact between home and school is made. All record keeping and other school business takes place in the administrative office. The school phone number is 903-3500.

**Emergency calls after 4:00 PM: 903-2100 (Central Office) or 903-2212 (Bus Shop).**

#### HOURS OF SUPERVISION

Student supervision is provided from 7:30 a.m. until 4:00 p.m. Students who are on the campus before or after supervised hours may be picked up by the school resource officer and transported to the police department for parent pickup. Students who are continuously on the campus after supervised hours may be asked to use the bus transportation provided by the school system.

#### PARENT COMMUNICATION

LCMS East Campus teachers communicate with parents in various ways. Many of our teachers send mass email messages, mass text messages, and/or maintain team websites to keep parents up to date on what is going on at school. Your child's team of teachers will let you know at the beginning of the year the method(s) of communication that they will be using so that they can ensure effective communication from school to home. All students are asked to record daily assignments and grades that they receive in this student agenda. A grade sheet for each nine weeks grading period is included at the front of this agenda for this purpose. Daily assignments are to be listed on the appropriate day in the calendar section of the agenda. It is the student's responsibility to maintain these records and important for parents to follow the student's progress in each academic class for each nine week grading period.

Parents may access their child's school related information through our online parent portal. Follow these steps to access Lee County Schools Parent Portal:

1. Open your web browser and go to <http://ic.lee.k12.ga.us/cparent>
2. Enter your student's Social Security number and date of birth in the appropriate blocks and click the submit button.
3. A screen containing your name and GUID should come up next. Either print this screen or write the GUID number down as it is needed to set up your user-id and password. If you did not receive the GUID screen display, repeat steps 1 and 2. If your reentry was also unsuccessful, contact the Portal Coordinator at LCMS East Campus.
4. Click on the Parent Portal hot link in the lower right corner of the box containing your Name and GUID. This will take you to the Portal Login. For reference the URL is <http://ic.lee.k12.ga.us/campus/portal/lee.jsp>.
5. Looking at the top of the screen, click on the hot link at the end of the line reading, "If you have been assigned a Campus Portal Activation Key, click here".
6. Enter your GUID in the Activation Key boxes and click the submit button.
7. Enter the user-id you wish to use and your desired password. The password must be at least 8 characters long and be a combination of letters, numbers, and/or non-alphanumeric characters. Then click the Create Account button.
8. You should receive a confirmation on the screen.

#### PASS/ PLAY POLICY (ATHLETICS)

All students participating in any interscholastic competitive activity must meet the requirements of State Board Policy of No Pass/No Participate. Briefly, the requirements are as follows:

1. The grading period will be a semester (18 weeks).
2. Students must meet Lee County Board of Education promotion policy.

3. Any interscholastic activity on a day preceding a school day may not begin prior to the end of the regular school day and must end by 7:00 PM.
4. A physical examination completed on the state mandate form provided by the school and completed by a medical doctor is required for all students prior to any involvement in any athletic activity; a physical is valid for one calendar year. Completed forms should be turned into the front office and will be on file at the school.
5. Special education students must meet eligibility requirements as specified by the student's IEP.
6. Ineligible students in athletics are prohibited from practicing, traveling, or trying out for a team or program.
7. In order to participate in an interscholastic event, students must be present for more than ½ the school day. Check-ins must be by 11:45 AM. Extenuating circumstances may be considered for approval by the Principal.
8. All students must have all documents (physicals, concussion forms, etc..) on file before participation. This includes students who transfer in during the school year.
9. Holds will be placed on academic transcripts for any players with unpaid fees/fines.
10. If concerned about a sport, please contact the coach first. Additional concerns may be directed to Colby Simpson, Athletic Director, at [simpsonco@lee.k12.ga.us](mailto:simpsonco@lee.k12.ga.us).

The Board of Education is responsible for regulating competitive interscholastic activities in grades 6-8, and therefore adopts the requirements set forth in State Board Rule 160-5-1-.19 Grades 6-8: Competitive Interscholastic Athletics, as to student eligibility, physical examinations, time restrictions, seasonal practice, special provisions and appeals. For eligibility purposes, all students in grades 6-8 must be promoted to the next grade to participate in competitive interscholastic activities. In addition, if a student fails 2 or more subjects in one semester period, they are ineligible for participation the following semester.

**STUDENTS IN ISS OR OSS MAY NOT PARTICIPATE IN PRACTICES OR GAMES ON THE DAY(S) THAT THE SUSPENSION IS BEING SERVED.**

#### PHYSICAL EDUCATION

All students are scheduled for physical education. Students will be required to wear appropriate shoes for physical education classes. Students involved in team sports may be required to dress out. Grades assigned in PE include those given for participation. "Dress out" clothing should not be worn in the school halls and/or academic classrooms. To be excused from physical education due to extended illness (more than 2 consecutive days), a student will be expected to provide a doctor's statement. Short illness (2 days or less) should have a note from home to excuse a student. Lockers will be available upon request for students to rent during physical education.

#### POSITIVE BEHAVIORAL INTERVENTION AND SUPPORTS

Lee County Middle School East Campus will continue using the Positive Behavioral Intervention and Supports (PBIS) program again this year. Our school wide theme, "WE ROAR", continues to support our common approach to discipline. "WE ROAR" is an acronym in which W stands for Well spoken, E for Engaged, R for Responsible, O for Ownership, A for Attitude and R for Respectful. The students will have several opportunities to learn the various "WE ROAR" concepts as they relate to the different school environments. "WE ROAR" rubrics are posted throughout the school to remind students of appropriate behavior in different locations.

As a part of the PBIS program, students will participate in various reward opportunities including an individual reward system that is based on points students can earn for displaying positive behavior around the school. Points will be awarded to students by school personnel and tracked electronically using an ID badge that students will wear daily. In addition to this individual reward system, student badges will also be used for media center check-outs, to eat lunch, and to assist with monitoring emergency situations that may arise. Badges will be made at the beginning of the school year and students will be required to purchase a badge and lanyard for \$3. Replacement badges and lanyards will cost \$5.

LCMS East Campus will continue to reward students who have no discipline referrals over a given period of time. Refer to the details regarding the complete reward system located at the front of this handbook. The school will use a series of interventions to help any student who may need extra help in following the "WE ROAR" plan. We realize that at times there will be students who make wrong decisions. There are still consequences for inappropriate and disrespectful behaviors. Refer to this handbook, as well as the Lee County School System Code of Student Conduct for specific details regarding consequences for inappropriate behavior.

#### REPORT CARDS

Report cards are sent home with students at the end of every nine weeks. Numbers are used to report grades as follows:

A = 90-100

B = 80-89

C = 70-79

F= 69 and below

### SCHOOL SAFETY ZONE

It shall be unlawful for any person to carry or possess or have under such person's control while within a safety zone (all property in, on, within 1,000 feet of any real property owned by or leased to any public or private elementary school, secondary school, school board and used for elementary or secondary education) or at a school building, school function, or school property or on a bus or other transportation furnished by the school, any weapon or explosive compound. Any person who violates this subsection shall be guilty of a felony and, upon conviction thereof, be punished by a fine of not more than \$10,000.00, by imprisonment for not less than two nor more than 10 years or both. Reference O>C>G>A>16-11-127.1 **This paragraph excludes any instruments used for classroom work authorized by the teacher and principal.**

### SEARCH AND SEIZURE

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 and/or his/her locker 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 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.
3. **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.

### SEVERE WEATHER

Tornadoes are common in Georgia. For this reason, tornado drills will be held periodically. Students should familiarize themselves with the proper location and procedures for each of their classes, which are posted in all classrooms. Students should recognize this drill by a wavering tone.

### SPORTS

#### **PLEASE SEE THE PASS/PLAY POLICY FOR REQUIREMENTS TO PARTICIPATE**

Football: Open to 7th-8th graders. Sign up for football is held in the fall of each year. After school practice is held daily during the season.

Girls' Softball: Open to upcoming 6th-8th grade girls. Girls' softball season is early August through late September. Practices and games will begin in early August. Schedule will consist of 10-15 games along with one Saturday tournament and one end of the season tournament in the fall. Practice is held every day after school.

Football/Competition Cheerleading\*: Open to 6th-8th graders. The team cheers for middle school home football games and competes in three to five competition cheerleading invitationals. Students on this team attend camp during the summer and will have after school practices. The team's season ends at the end of October. Members of this team are required to perform high level skills that include tumbling, stunting, and jumping. Tryouts are held in the spring of each year.

Basketball Cheerleading: Open to 6th-8th grade girls. Tryouts will be in mid-October. Girls cheer for all boys and girls basketball games.

Volleyball: Open to 7th-8th grade girls. Tryouts are held in August. The season is from August to October. Practice is held Monday through Thursday after school and will include some Friday practices.

Wrestling: Open to 6th-8th graders. The season begins in November and ends in late January. After school practices are held daily. Sign up is usually in late October. The program is designed to teach the basics of folk style wrestling and to prepare students for participation in the high school wrestling program.

Basketball: Open to 6th-8th graders. Tryouts begin in October. There is a 6<sup>th</sup>- 8th grade boys' and girls' team. There are usually two games a week, and the season ends in February. Daily after-school practices are required during the season.

Track\*: Open to 6th-8th graders. Students may sign up in February to participate. The season begins in March and ends in April. Practices are held Monday-Thursday of each week. There is an average of four meets per season.

Soccer: Open to 6th-8th graders. Tryouts begin in December followed by after school practices and games during February and March. Conditioning will start in September (once each week) and run through November.

Baseball: Open to 7th-8th grade boys. Tryouts are in early February. The date of tryouts will be announced. The season will start in mid-February and end early to mid-April.



Cross Country\*: Open to 6th-8th graders. Tryouts are held in August. The season is from August to October. Practice is held Monday through Thursday after school. Cross Country meets take place on the weekends.

Swimming\*: Open to 6th-8th graders. Tryouts are in late October and the season lasts through January. Swim practice will be held at Darton College.

Golf\*: Open to 6th-8th graders. Tryouts are in February and the season lasts through April. Practice will be held at the school and various golf courses in the area.

*\*These sports will have one combined team for both Lee County Middle School East and West Campuses. Students from both schools will be eligible for participation.*

### STATE TESTING

The Georgia Milestones Assessment System is designed to provide information about how well students are mastering the state-adopted content standards in the core content areas of English Language Arts, mathematics, science, and social studies.

Importantly, Georgia Milestones is designed to provide students with critical information about their own achievement and their readiness for their next level of learning – be it the next grade, the next course, or endeavor (college or career). Informing parents, educators, and the public about how well students are learning important content is an essential aspect of any educational assessment and accountability system. Parents, the public, and policy makers, including local school districts and boards of education, can use the results as a barometer of the quality of educational opportunity provided throughout the state of Georgia. As such, Georgia Milestones serves as a key component of the state’s accountability system – the College and Career Ready Performance Index (CCRPI). For more information on the Georgia Milestones Assessment System

visit <http://www.gadoe.org/Curriculum-Instruction-and-Assessment/Assessment/Pages/Georgia-Milestones-Assessment-System.aspx>

### STUDENT ATTENDANCE

**Philosophical Basis:** School administrators are required under state law to enforce compulsory school attendance laws. Regular attendance by students facilitates the development of the skills and knowledge necessary to function in a modern democratic society. It is the belief of the Lee County Board of Education that regular school attendance is important to all students and to the school system. It is further believed that course content and grading procedures should be structured so that regular attendance is necessary in order to successfully complete course requirements. Subject to parental guidance, each student must be responsible for his/her own attendance. Administrators and teachers will make every effort to encourage regular attendance by students and to solicit assistance from parents and guardians in accomplishing this objective. An absence is defined as non-attendance (except for in-school activities excused by school authorities) in a regularly scheduled class or activity regardless of the reason for such non-attendance. Parents or guardians shall send a note of explanation to the school the day the child returns to school. A physician’s statement may be required if circumstances warrant.

### STUDENT ATTENDANCE PROTOCOL

Refer to the Lee County School System Code of Student Conduct for information regarding this topic.

### STUDENT RECORDS

An electronic records file is maintained for each student at Lee County Middle School East Campus. All pertinent information provided by the parent/guardian and/or another school system has been scanned and loaded into each student’s personal file in Infinite Campus. Paper copies of documents are not available. If a parent/guardian requests a copy of their child’s Birth Certificate, there will be a \$5.00 charge. The request may not be able to be processed immediately. The parent may be asked to come back at a later time to pick up the document.

### TARDIES/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. **Parents must sign tardy students in after 8:15 AM. Students should not be checked out after 2:30 PM unless the child is sick or has a doctor or dentist appointment.** Parents are encouraged to make dental, medical, and other appointments for their children after school hours or during vacation and holiday periods. **In the event of a doctor or dentist appointment, an appointment card should be presented to the office for our attendance records.** Students who have a valid reason to need to leave school early must be checked out through the front office. Students must be signed out by the parent or guardian. Notes or telephone calls may not be accepted for purposes of checking out a student. Repetitive tardiness at the start of the day, during school hours, and/or leaving early from school may result in the school pursuing action as habitual truancy. A record of tardiness will be kept by the office and recorded on the student’s permanent record. 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 LCMS East Campus tardy policy is applicable to the number of **unexcused tardies accumulated per semester**. See the policy below:

1<sup>st</sup> unexcused tardy: Warning from the Front Office Staff

2<sup>nd</sup> unexcused tardy: Written Warning from the Front Office Staff

3<sup>rd</sup> unexcused tardy: Parent Contact by Homeroom Teacher

4<sup>th</sup> and all subsequent unexcused tardies will result in lunch detention served in the ISS classroom.

**Students must be present every school day and must not have been tardy and/or checked out early more than 4 times to qualify for the perfect attendance recognition.** The principal has the responsibility of making decisions relating to check-outs. Such decisions shall be made in the best interest of the student when emergencies or unusual circumstances arise.

#### **VIDEO SURVEILLANCE**

Video surveillance cameras monitor our building 24 hours a day, seven days a week. Video cameras have been provided to increase the safety and security of our school while enhancing the school climate.

#### **VISITORS/VOLUNTEERS**

Visitors are welcome but should report to the office. Visitors are to obtain and wear a visitor's pass. Parents will have to complete a request to visit in the classroom, and this request must be approved in advance. **All volunteers in the school system must complete an annual background check. This process can be completed by visiting the front office of the school.**

#### **WITHDRAWAL FROM SCHOOL**

Information pertaining to the withdrawal of a student from school may be obtained from the front office upon request.

#### **IMPORTANT NOTICE**

The student handbook is provided for you as a guide for a smooth year. Expectations and rules are clearly stated; however, not every situation that can occur in school is covered in this handbook. School authorities reserve the right to take the necessary action to handle such situations. Team teachers, with approval from the administration, have the authority to formulate rules for their classrooms and team areas. In order to continue to provide an appropriate learning environment for all students, the administration reserves the right to make changes in this handbook and in team policies as the need arises. Be assured that the school administration and teacher will make decisions based on the best interest of all students. In the unlikely event that a policy is changed, students will be informed before the implementation of the new policy. Any student may be suspended or expelled for in-school or out-of school conduct, which "may" adversely affect the education process, endanger the health, safety, morals, or well-being of other students, teachers, or employees within the school system or another school system.

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

Name \_\_\_\_\_ Homeroom \_\_\_\_\_

## BEHAVIOR RECORD

### 1<sup>st</sup> 9 Weeks

| DATE | # | OFFENSE                        | TEACHER | PARENT SIGNATURE |
|------|---|--------------------------------|---------|------------------|
|      | 1 | Warning (Reteach Expectations) |         |                  |
|      | 2 | Warning (Reteach Expectations) |         |                  |
|      | 3 | Parent Contact                 |         |                  |
|      | 4 | Detention (ASD or Lunch)       |         |                  |
|      | 5 | Parent Conference              |         |                  |
|      | 6 | Off Team Isolation             |         |                  |
|      | 7 | Office Referral                |         |                  |

### 2<sup>nd</sup> 9 Weeks

| DATE | # | OFFENSE                        | TEACHER | PARENT SIGNATURE |
|------|---|--------------------------------|---------|------------------|
|      | 1 | Warning (Reteach Expectations) |         |                  |
|      | 2 | Warning (Reteach Expectations) |         |                  |
|      | 3 | Parent Contact                 |         |                  |
|      | 4 | Detention (ASD or Lunch)       |         |                  |
|      | 5 | Parent Conference              |         |                  |
|      | 6 | Off Team Isolation             |         |                  |
|      | 7 | Office Referral                |         |                  |

### 3<sup>rd</sup> 9 Weeks

| DATE | # | OFFENSE                        | TEACHER | PARENT SIGNATURE |
|------|---|--------------------------------|---------|------------------|
|      | 1 | Warning (Reteach Expectations) |         |                  |
|      | 2 | Warning (Reteach Expectations) |         |                  |
|      | 3 | Parent Contact                 |         |                  |
|      | 4 | Detention (ASD or Lunch)       |         |                  |
|      | 5 | Parent Conference              |         |                  |
|      | 6 | Off Team Isolation             |         |                  |
|      | 7 | Office Referral                |         |                  |

### 4<sup>th</sup> 9 Weeks

| DATE | # | OFFENSE                        | TEACHER | PARENT SIGNATURE |
|------|---|--------------------------------|---------|------------------|
|      | 1 | Warning (Reteach Expectations) |         |                  |
|      | 2 | Warning (Reteach Expectations) |         |                  |
|      | 3 | Parent Contact                 |         |                  |
|      | 4 | Detention (ASD or Lunch)       |         |                  |
|      | 5 | Parent Conference              |         |                  |
|      | 6 | Off Team Isolation             |         |                  |
|      | 7 | Office Referral                |         |                  |

Missing Assignment/Assignment Log

| Missing HW/Assignment | Reason | Consequence | Teacher Signature | Parent Signature |
|-----------------------|--------|-------------|-------------------|------------------|
| 1.                    |        |             |                   |                  |
| 2.                    |        |             |                   |                  |
| 3.                    |        |             |                   |                  |
| 4.                    |        |             |                   |                  |
| 5.                    |        |             |                   |                  |
| 6.                    |        |             |                   |                  |
| 7.                    |        |             |                   |                  |
| 8.                    |        |             |                   |                  |
| 9.                    |        |             |                   |                  |
| 10.                   |        |             |                   |                  |
| 11.                   |        |             |                   |                  |
| 12.                   |        |             |                   |                  |
| 13.                   |        |             |                   |                  |
| 14.                   |        |             |                   |                  |
| 15.                   |        |             |                   |                  |
| 16.                   |        |             |                   |                  |
| 17.                   |        |             |                   |                  |
| 18.                   |        |             |                   |                  |
| 19.                   |        |             |                   |                  |
| 20.                   |        |             |                   |                  |
| 21.                   |        |             |                   |                  |
| 22.                   |        |             |                   |                  |
| 23.                   |        |             |                   |                  |

