

# Code of Student Conduct

**K-12**  
**Lee County Schools**

**2018-2019**



Learning • Encouraging • Excelling

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Lee County Schools  
126 Starksville Avenue, North  
Post Office Box 399  
Leesburg, Georgia 31763  
Phone: 229-903-2100  
Fax: 229-903-2130

Board of Education  
Frank Griffin, Chairperson  
Sylvia Vann, Vice-Chairperson  
Louis Hatcher  
Claire Lang  
Bob Ustry

Dr. Jason B. Miller  
Superintendent

### **Mission**

The Lee County School System has a drive for excellence and a passion for distinction in providing challenging educational experiences for all students.

### **Beliefs**

#### **We believe in...**

- investing in our students through strong partnerships between home, school, and community.
- providing each student a quality and challenging education through engaging learning opportunities.
- ensuring everyone an environment in which they feel safe, valued, and nurtured.
- offering opportunities for students to be successful through highly effective teachers and targeted resources.
- preparing our graduates with the academic, social and work skills necessary to be productive citizens in school and life.

### **Vision**

*Learning, Encouraging, Excelling*

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 DISABILITY IN ITS EDUCATIONAL PROGRAMS OR EMPLOYMENT PRACTICES.

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## Parent/Guardian Acknowledgement of Receipt

Please read and review the *2018-2019 LCSS Code of Student Conduct* with your child and emphasize your child's role in helping maintain a safe and orderly school learning environment. This handbook also includes important information related to student records, the Family Educational Rights and Privacy Act (FERPA), and other rights and responsibilities. If receiving a paper copy, please sign below to acknowledge that you and your child received this handbook, then detach and return this page to your child's school as soon as possible. If using an online copy, you will use the online verification procedure to verify. Thank you for your support.

For paper copies:

It is mandatory that this acknowledgement form be returned, as it will become part of the student's permanent record for the 2018-2019 school year.

Student \_\_\_\_\_ Grade \_\_\_\_\_

My Parent/Guardian(s) and I hereby acknowledge by our signatures that we have received and understand this Code of Student Conduct.

We have also read and understand the penalties and consequences pertaining to the Georgia Compulsory Attendance Law (O.C.G.A 20-2-690.1) on page 6 of the handbook. I understand that the system social worker, if needed, will file proceedings in court to enforce this law.

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

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

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## **STUDENT CODE OF CONDUCT INTRODUCTION**

It is the purpose of the Lee County Board of Education to operate each program and school in a manner that will provide an orderly process of education and that will provide for the welfare and safety of all students attending schools within the district. The intent of this handbook, as well as the enforcement of its rules, is to ensure the presence of a safe, friendly and engaging atmosphere in which students and school personnel work cooperatively toward mutually recognized and accepted goals. Furthermore, acting in the best interest of this community, the policy of the Lee County Board of Education is to require the principals, faculties, staffs, students, parents and guardians to adhere to and to comply with this Code of Student Conduct.

As students progress in public schools, it is reasonable to assume that an increase in age and maturity will result in the students' assumption of greater responsibility for their actions. Although it is true that differences in age and maturity require different types of disciplinary action, the expectation of student behavior identified in this handbook will apply to all students in grades kindergarten through 12.

The Lee County School System utilizes Positive Behavioral Interventions and Supports (PBIS) as an evidence-based, data driven framework to reduce disciplinary incidents. Clear behavioral expectations for students and staff are taught, recognized, and reinforced to create a positive school climate. PBIS applies a multi-tiered approach to provide school-wide, targeted, and individualized interventions and supports for students.

The contents of this handbook will:

- describe roles of the home, student, school and school personnel.
- describe student rights and responsibilities.
- define student discipline in the context of the Board of Education's philosophy.
- identify formal disciplinary actions.
- identify classifications of violations and describe procedures for disciplinary actions.
- standardize procedures for administering formal disciplinary actions.
- conform to the mandates provided in the Individuals and Disabilities Education Act and Section 504 of the Rehabilitation Act.

### **EQUAL EDUCATIONAL OPPORTUNITIES**

The Board shall provide educational opportunities for students on a nondiscriminatory basis. No person shall be denied benefits of any education program or activity on the basis of race, color, disability, religion, national origin, or gender. Students cannot be denied enrollment due to immigrant status or English speaking ability. Programs offered by schools within the school district shall be open to all students in compliance with statutory and judicial requirements.

### **DUE PROCESS**

The policy of the Lee County Board of Education is to adhere to and observe the essential elements of due process when carrying out the procedures contained within the Code of Student Conduct handbook. A responsibility of the principals will be to familiarize their faculty and staff with due process procedures and provide each staff member with a copy of this handbook.

This handbook has been published with the following concepts in mind:

1. School rules must be clearly stated and related to the educational purposes of the school.
2. School rules must be fair and specific enough for students to know what they may or may not do.
3. Students, parents and guardians must be informed of the rules concerning behavior and discipline.
4. When serious disciplinary action is involved, school personnel and students must comply with required procedures.

The consensus of the Board of Education is that the regulations in this handbook deal with a matter of legitimate interest with the intent of protecting the health, safety and welfare of students and ensuring the efficient operation of the schools.

### **ROLES OF THE PARENTS, STUDENTS, SCHOOL AND SCHOOL PERSONNEL**

In order for effective teaching and learning to take place in our schools, there must be a cooperative relationship

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among students, parents, guardians and educators. To foster this relationship:

**Parents and Guardians should:**

- maintain regular communication with school authorities concerning their child's progress and conduct.
- ensure that their child is in daily attendance and promptly report and explain an absence or tardiness to school officials.
- provide their child with the resources needed to complete class work.
- assist their child in being healthy, neat and clean.
- bring to the attention of school authorities any problem or condition which affects their child or other children.
- discuss report cards and work assignments with their child.
- maintain up-to-date home, work and emergency telephone numbers at the school, including doctor, hospital preferences and an emergency health care form.
- attend scheduled parent-teacher conferences.
- promptly report any change of address and/or telephone number.
- report directly to the main office when visiting a school.
- sign and return the acknowledgement form for receipt and reading of Code of Student Conduct.

**Students should:**

- attend all classes daily and be punctual in attendance.
- bring appropriate materials to class.
- be respectful to all individuals and of all property.
- conduct themselves in a safe and responsible manner.
- be clean, neat and appropriately dressed.
- be responsible for their own work.
- respect the classroom and school.
- show a positive, cooperative attitude toward school.
- promptly report any change of address and/or telephone number.

**Schools should:**

- maintain an atmosphere conducive to positive behavior.
- exhibit an attitude of respect for students.
- plan a flexible curriculum to meet the needs of all students.
- promote effective discipline based upon fair and impartial treatment of all students.
- welcome and encourage participation by parents and guardians in school affairs.
- encourage the school staff, parents, guardians and students to use the services of community agencies.
- encourage parents and guardians to keep in regular communication with the school.
- seek to involve students in the development of policies.
- endeavor to involve the entire community in order to improve the quality of life within the community.

**School Personnel should:**

- be regular in attendance and punctual.
- be prepared to perform their duties with appropriate materials and lesson plans.
- be respectful to all individuals and of all property.
- conduct themselves in a safe and responsible manner.
- be clean, neat and appropriately dressed.
- abide by the rules and regulations set forth by the school and Board of Education.
- seek changes in an orderly and recognized manner.
- participate in continuous improvement of professional knowledge and skills.
- develop a positive, cooperative attitude toward parents and guardians, students, co-workers and the total school program.
- strive to use a variety of informal disciplinary and guidance methods, prior to, during and after formal disciplinary action.
- assist in students' program adjustment.
- make referral to guidance personnel for group or individual counseling with counselors, peer counseling, and other services deemed appropriate.



- participate in conferences and/or contacts among administrators, parents, guardians, teachers and students.

### **JURISDICTION OF THE BOARD OF EDUCATION**

Students in the Lee County School System are subject to the rules and regulations of the Lee County Board of Education during the school day, while in attendance at school-related activities and while traveling to and from school or school-related activities. This includes traveling in school vehicles or in public or private vehicles which are being utilized at the time for purposes of transporting students to and from school or school-related activities as well as waiting at a school bus stop. In addition, students may be disciplined in those instances where conduct at other times and places is deemed to have direct and immediate impact or effect on the health, safety, discipline or general welfare of the school community. Use or possession of controlled contraband at any time or place is presumed by the Board of Education to have a direct and immediate impact or effect on the health, safety, discipline or general welfare of the school community.

**Criminal law violations/Off-campus misconduct:** A student whose conduct off campus could result in the student being criminally charged with a felony and which makes the student's continued presence at school a potential danger to persons or property at the school or which disrupts the educational process may be subject to disciplinary action, including in-school suspension, short-term suspension or referral to a disciplinary tribunal.

Any student who violates Board policy concerning drugs, alcohol, weapons, physical harm to a person, or threatens physical harm to a person may be suspended from school and may not be readmitted to school until (1) any criminal charges or offenses arising from the conduct, if any, have been disposed of by appropriate authorities and (2) the person has satisfied all other requirements imposed by the school system as a condition for readmission. See Student Discipline Hearings

Before readmission to school, the school system may recommend such conditions as it may deem appropriate to ensure the safety or security of students and employees and such conditions may include, but are not limited to, psychiatric and psychological evaluation and counseling at the expense of parents or guardians.

A parent, guardian, custodian or person, excluding a foster parent, responsible for the care or control of a minor child enrolled in the Lee County School System shall be responsible financially for such child's destructive acts against school property or persons, and may be requested to appear at school by an appropriate school official for a conference regarding the acts of the child and, if summoned by proper notification by an appropriate school official, shall be required to attend such discipline conference.

### **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.

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## **STUDENT ATTENDANCE PROTOCOL**

### **School System Procedures:**

The school system will monitor student attendance daily.

Upon enrollment and registration each school year, parents and guardians will be given notice of State Compulsory Attendance Law pursuant to O.C.G.A. Code 20-2-690.1. The school will make reasonable efforts to ensure receipt and comprehension of the notice by requesting signatures from parents/guardians that this notice was received and understood. At the Middle and High schools, students will also receive this notice and provide a signature. At the Elementary schools, this notice will be received by all students who have reached age ten (10) or above by September 1 of that school year. This notice will be kept on file by the school.

Each school will establish an Attendance Support Team, (AST) which will be chaired by each school's Principal/Assistant Principal and include as its members the School Social Worker/Attendance Officer and faculty having direct contact to the specific student(s) to be discussed. School Resource Officers will also be invited to participate, as appropriate. Each school's AST will meet regularly and be responsible for implementing and monitoring attendance requirements to reduce tardy days, early withdrawals, and truancy. Parents/guardians shall be invited to and encouraged to attend these meetings.

Reasonable attempts will be made to call the parents/guardians of absent students. In cases known to involve joint or shared custody or guardianship of a student, efforts should be made to contact all individuals with custodial rights. This standard shall also apply to steps mentioned hereinafter.

After three (3) consecutive absences, the homeroom teacher or administrative designee should call parents and document the outcome of the conversation in Infinite Campus under the Contact Log tab of the student.

Attendance postcards/letters will be sent at five (5) absences and then again at 10 absences.

### **Students Counted Present**

Students shall be counted present under the following circumstances:

1. When they are serving as pages of the Georgia General Assembly.
2. A foster care student who attends court proceedings relating to his or her foster care shall be counted present and shall not be counted absent, either excused or unexcused, for any day or portion of the day missed from school.

### **Excused Absences**

A student shall be excused for absences from school for the following reasons:

- Personal illness or attendance in school that endangers a student's health or the health of others.
- A serious illness or death in a student's immediate family necessitating absence from school.
- A court order or an order by a governmental agency, including pre-induction physical examinations for service in the armed forces, mandating absence from school.
- The observance of religious holidays, necessitating absence from school.
- Conditions rendering attendance impossible or hazardous to student health or safety.
- Registering to vote or voting in a public election, which shall not exceed one day.
- A student whose parent or legal guardian is in military service in the armed forces/ National Guard and has been called to duty/ is on leave from deployment shall be granted up to a maximum of five school days per school year to visit with his/her parent/legal guardian prior to/during their leave.

Additionally, the District may allow excused absences for the following (prior approval from the principal required):

- Travel opportunity with educational benefits;
- Specialized, supplemental or extracurricular experience;
- Other circumstances that are mutually agreeable to the parent and school.

In these cases, absences must not exceed a cumulative total of (6) days per school year, and students cannot already have absences in excess of 10 days. These absences must be pre-approved by the principal or designee in

order to be excused. The parent or guardian must submit a request in written form to the principal outlining the travel opportunity and benefit of the absences. The principal shall ensure that an accurate record of all such absences is maintained and verified. The final decision to excuse such as absence(s) rests with the principal.

Make-up work may be requested before, during or after the student's absence. However, availability of make-up work prior to an absence will be at the discretion of the teacher.

Absence for reasons other than those listed above as "excused" shall be considered as unexcused.

### **Tardiness/Late Arrivals/Early Dismissals**

Tardies/early dismissals will be excused only when a medical/doctor's excuse is provided. Car trouble will be counted as unexcused tardy. 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 main office 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 medical need to leave school before the dismissal bell shall be checked out through the main office. 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.

### **Consequences**

#### **Primary/Elementary level:**

After five (5) unexcused absences/ten (10) excused absences, the Attendance Support Team (AST) will conduct a conference with the parent(s)/guardian(s) to assess the student's absences and determine strategies to address their attendance. Each school will take reasonable steps to ensure that parent(s)/guardian(s) are, in writing, invited to attend these conferences. Students may also participate in AST meetings, as deemed appropriate by the AST.

#### **Middle School level:**

At five (5) unexcused days, the AST will conduct a conference with parent(s)/guardian(s) –see above.

At ten (10) excused days, the AST will conduct a conference only if the absences are causing the student to struggle academically.

#### **High School level (attendance meetings will only occur for students under 16 years of age):**

At five (5) unexcused days, the AST will conduct a conference with parent(s)/guardian(s) –see above.

At ten (10) excused days, the AST will conduct a conference only if the absences are causing the student to struggle academically.

#### **All Schools:**

At ten (10) unexcused/fifteen (15) excused absences, the AST will review the situation again and make an official referral to the school social worker/attendance officer (if a referral has not been made previously). The attendance officer will determine at this point if a referral to the court system is needed to keep the school system in compliance with the law.

### **Written Notes/Excuses**

It is the responsibility of the parent(s)/guardian(s) to report the reason for the student's absence. Students must submit a note or parents must fax or email the attendance office at school within (3) school days for the student's absence to be considered excused. The parent/guardian(s) can only cover 12 (twelve) days per school year. After the twelfth parent excused absence, the attendance officer/school administrator will request medical/doctor excuse(s) for additional absences.

The parent/guardian must write, fax or email the excuse. The excuse should include the student's name, the date(s) of absence(s), and the reason for the absence. The principal/system attendance officer may require students to present appropriate medical or other documentation upon return to school for the purpose of validating that absences are excused.

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In case of extended illness, hospitalization or injury, the parent should apply for hospital homebound service. Hospital homebound service should be applied for immediately when absences of ten (10) days or more are anticipated for the student. The student's school counselor can assist with this process.

### **Make-Up Work**

If a student is absent for any excused reason, the student shall make arrangements with the teacher within three school days after he/she returns to school to make up missed work. For excused student absences in excess of two consecutive days, teachers will prepare missed assignments by request from a student or parent/guardian. The principal/designee may request medical documentation explaining absences. In making arrangements for make-up work, the teacher should consider the type of illness, the length of time absent, and the amount of make-up work due in all classes.

Long term assignments such as research papers, special projects, etc. are due on or before the due date even if the student is absent on the date the assignment is due. In unusual cases, extenuating circumstances will be given consideration.

Please refer to the school handbook for further details.

### **Compulsory Attendance Law**

§ 20-2-690.1. Mandatory education for children between ages six and 16

(a) Mandatory attendance in a public school, private school, or home school program shall be required for children between their sixth and sixteenth birthdays. Such mandatory attendance shall not be required where the child has successfully completed all requirements for a high school diploma.

(b) Every parent, guardian, or other person residing within this state having control or charge of any child or children during the ages of mandatory attendance as required in subsection (a) of this Code section 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, in which case the 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 during the ages of mandatory attendance as required in subsection (a) of this Code section 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.

(c) Any parent, guardian, or other person residing in this state who has control or charge of a child or children and who violates this Code section shall be guilty of a misdemeanor and, upon conviction thereof, shall be subject to a fine of not less than \$25.00 and not greater than \$100.00, imprisonment not to exceed 30 days, community service, 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, or first-class mail. Prior to any action to commence judicial proceedings to impose a penalty for violating this subsection on a parent, guardian, or other person residing in this state who has control or charge of a child or children, a school system shall send a notice to such parent, guardian, or other person by certified mail, return receipt requested. Public schools shall provide to the parent, guardian, or other person having control or charge of each child enrolled in public school a written summary of possible consequences and penalties for failing to comply with compulsory attendance under this

Code section for children and their parents, guardians, or other persons having control or charge of children. 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 and penalties. 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, or first-class mail, to such parent, guardian, or other person who has control or charge of a child or children. Public schools shall retain signed copies of statements through the end of the school year.

(d) Local school superintendents in the case of private schools, the Department of Education in the case of 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. The Department of Education shall coordinate with local school superintendents with respect to attendance records and notification for students in home study programs.

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

Local school superintendents as applied to private schools, the Department of Education as applied to 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. The Department of Education shall coordinate with local school superintendents with respect to attendance records and notification for students in home study programs.

#### **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 or its equivalent 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 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.

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 excused 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.

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## TRANSFER STUDENTS

A student must be in good standing and must have no disciplinary action pending against him/her by the school he/she is leaving in order to be eligible to enroll in any school in the Lee County School System.

## GUIDANCE SERVICES

Personal concerns of students can seriously limit educational development. Schools have the responsibility to provide a guidance program and to make relevant and objective information available to students in such a manner that will enhance educational development. Students should use guidance services for their own educational and personal improvement. It is expected that students will schedule appointments with guidance personnel in advance unless the problem or concern is an emergency.

## STUDENTS WITH SPECIAL NEEDS

### Philosophical Basis:

It is the responsibility of the Board of Education to provide appropriate educational services for all students residing within Lee County.

### Student Responsibilities are:

To use special education for educational and personal development.

### Student Rights are:

To be informed of the least restrictive environment needed for appropriate education.

To have access to appropriate instruction based on the student's individualized education program (IEP).

## MEDICATION

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 arrival to school.
- The first dose of any new medication or new dosage must be given at home where 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 and/or other medication 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 his/her 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 year.

### **CURRICULUM AND GRADING**

Student opinion regarding curriculum offerings is extremely important, and therefore, deserves careful analysis and consideration. The degree of student involvement in curriculum development is determined by the student's age, grade level and maturity. Final determination of course requirements and program consistency will rest with the professionals who are assigned the curriculum development responsibility.

All students will have equal access to educational opportunities, and will receive instruction in courses of study under competent instruction in an atmosphere free from bias and prejudice.

Teacher grading procedures should reflect the most objective assessment of the student's academic achievement. Academic grades should not be used as a means of maintaining order in a classroom. Students are expected to learn the method of grade determination in each class, and to maintain standards of academic performance equal or above their ability level. Parents or guardians are expected at a minimum to review their student's report card each grading period. Parents or guardians are further encouraged to use the Infinite Campus Parent Portal to view grades in "real time", in order to review grades more often.

If concerns about a student arise on the part of the teacher or parent/guardian, a conference should be scheduled to discuss these concerns and devise possible solutions to help improve the student's academic success.

### **PRIVACY AND PROPERTY RIGHTS**

Federal and state laws provide persons with a reasonable expectation of privacy in addition to freedom from unreasonable search and seizure of property. Such guarantees are not unlimited and must be balanced by the school's responsibility to protect the health, safety, and welfare of all students.

Students may expect a right to privacy of personal possessions unless appropriate school personnel have reasonable suspicion to believe a student possesses any object or material which is prohibited by law or Board of Education policy.

### **SECURITY OF STUDENT RECORDS**

#### **Family Educational Rights and Privacy Act (FERPA)**

Under the Family Educational Rights and Privacy Act, you have a right to:

- (1) Inspect and review, within 45 days of a request, the education records of a student who is your child, or in the case of a student who is eighteen (18) or older, your own education records. Parents or eligible students should submit to the Superintendent a written request identifying the record(s) they wish to inspect. The Superintendent will make arrangements for access and provide notice of such arrangements.
  - (2) Request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. To request the school district to amend a record, parents or eligible students should write the school principal, specify the part of the record they want changed, and specify why it is inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the district decides not to amend the record, it will notify the parents or eligible students of the decision and inform them of their right to a hearing. Additional information regarding the hearing procedure will be provided with the notification of the right to a hearing.
  - (3) Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the Act and the regulations promulgated pursuant to the Act authorize disclosure without consent. One exception which permits disclosure without consent is to school officials with legitimate educational interest. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member; a member of the school board; a person with whom the district has contracted to perform a specific task (such as attorney, auditor, or therapist); or a parent or student serving on an official committee (such as a disciplinary or grievance committee.) A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his/her professional responsibility. Upon request, the school district forwards educational records without prior consent to another school in which the student seeks or intends to enroll.
  - (4) The Lee County Board of Education has designated the following information as directory information: Full name of Student, Current enrollment status of Student, grade level, height and weight if member of an
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athletic team, honors and awards won while attending a district school, and photo.

Unless you, as a parent/guardian or eligible student, notify the principal that you object, this information may be disclosed to the public upon request. In addition, two federal laws require school systems receiving federal financial assistance to provide military recruiters or institutions of higher learning, upon request, with the name, address, and telephone numbers unless parents have advised the school system that they do not want their student's information disclosed without their prior written consent. You have the right to refuse to allow all or any part of the above information to be designated as directory information and to refuse to allow it to be disclosed to the public upon request without your prior written consent. If you wish to exercise this right, you must notify the principal of the school at which the student is enrolled in writing within ten (10) days after officially enrolling in school or within ten (10) days of the date of the receipt of this notice.

(5) File with the United States Department of Education a complaint under 20 C.F.R. 99.64 concerning the alleged failures by the Board of Education to comply with the requirements of the Act or the regulations promulgated thereunder. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-4605.

### **Protection of Pupil Rights Amendment (PPRA)**

(1) Parents and eligible students (18 or older or emancipated minors) shall be notified at the beginning of the school year of the approximate dates during the school year when any of the activities listed below are expected to be scheduled. In accordance with Board policies, prior written consent must be obtained from parents before students are required to submit to any survey that contains questions about one or more of the areas listed in subparagraph (1)(A) and that is funded in whole or in part by the U.S. Department of Education. You have the right to inspect any survey or instrument used in the collection of information under subparagraphs (1)(A) and (1)(B) before the instrument is administered or distributed to a student and to opt your student out of participation in any activities described in paragraph (1) in accordance with procedures developed by the Superintendent or Principal.

(A) The administration of any survey containing one or more of the following items:

- (i) Political affiliations or beliefs of the student or the student's parent;
- (ii) Mental or psychological problems of the student or the student's family;
- (iii) Sexual behavior or attitudes;
- (iv) Illegal, anti-social, self-incriminating, or demeaning behavior;
- (v) Critical appraisals of other individuals with whom respondents have close family relationships;
- (vi) Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
- (vii) Religious practices, affiliations, or beliefs of the student or student's parent; or
- (viii) Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program), without prior written consent of the parent or eligible student.

(B) Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).

(C) Any non-emergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school and scheduled by the school in advance, and not necessary to protect the immediate health and safety of the student, or of other students.

(2) Parents/guardians may, upon request, inspect any instructional material used as part of the educational curriculum for their student.

(3) The school is required by federal law to give this notice to parents. However, the school does not have scheduled any such activities as are described in paragraph 1. If any such activities are initiated during the school year, you will be notified accordingly and will be afforded all the rights as described herein.

### **STUDENT GRIEVANCES**

The belief of the Lee County Board of Education is that students should be allowed to express school-related concerns and grievances to the faculty and the administration. Therefore, students shall be assured the opportunity for an orderly presentation and review of grievances.

To be granted discussion and consideration of a grievance, any student or group of students should request an appointment with the principal which will not interfere with regularly scheduled classes or school-related activities. The faculty and administration will make an honest effort to resolve student grievances at the most immediate level of supervision.



## **PROGRESSIVE DISCIPLINE PROCEDURES**

When it becomes necessary to impose consequences for disciplinary infractions, school administrators and teachers will follow a progressive discipline process. The degree of consequence to be imposed by each school official will be in proportion to the severity of the behavior of a particular student and will take into account the student's discipline history, the age of the student, and other relevant factors.

The Code of Conduct provides a systematic process of behavioral correction in which inappropriate behaviors are followed by consequences. Disciplinary actions are designed to teach students self-discipline and to help them learn to substitute inappropriate behaviors with those that are consistent with positive character traits (such as those seen in Georgia's Character Education Program).

The following actions may be imposed for any violation of this Code of Conduct:

- Warning and/or conference with a school administrator, counselor, or social worker
- Loss of privileges
- Time out
- Removal from class or activity
- Notification of parents
- Parent conference
- Work assignment
- Detention / Silent Lunch
- Disciplinary probation
- In-school suspension (ISS)
- Short term suspension out of school (OSS)
- School bus suspension (for infractions occurring on school buses)
- Placement in the Transitional Learning Center (alternative education program)
- Referral to a disciplinary tribunal for alternative placement, long-term suspension, or expulsion
- Suspension or expulsion from the school bus

Georgia law requires that certain acts of misconduct be referred to the appropriate law enforcement officials. The school will refer any act of misconduct to law enforcement officials when school officials determine such referral to be necessary or appropriate.

The maximum punishments for an offense include long-term suspension or expulsion, including permanent expulsion, but those punishments will be determined only by a disciplinary tribunal or hearing officer as outlined in Code Section 20-2-754.

Parents or students may elect not to go to a disciplinary hearing to contest whether a student has violated the Code of Conduct or the appropriate discipline. In such cases, an agreement may be negotiated which would involve waiving the right to a hearing in lieu of accepting the consequence agreed upon by the school and the parent/guardian. Such an agreement and waiver must be approved by the disciplinary tribunal or hearing officer, or by another designee determined by the Superintendent.

Before a student is suspended for ten days or less, the principal or designee will inform the student of the offense for which the student is charged and allow the student to explain his or her behavior. If the student is suspended, the student's parents will be notified if possible. School officials may involve law enforcement officials when evidence necessitates their involvement, or when there is a legal requirement that an incident be reported.

School officials may search a student if there is reasonable suspicion the student is in possession of an item that is illegal or against school rules. Student vehicles brought on campus, student book bags, school lockers, desks, and other school property are subject to inspection and search by school authorities at any time without further notice to students or parents. Cell phones/multimedia/electronic devices taken from students due to possession and/or inappropriate use in violation of school rules are subject to having their contents searched. Students are required to cooperate if asked to open book bags, lockers, or any vehicle brought on campus. Metal detectors or drug or

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weapon sniffing dogs may be utilized at school or at any school function, including activities that occur outside normal school hours or off of the school campus at the discretion of administrators.

## **DEFINITION OF TERMS**

### **Detention**

A requirement that the student report to a specified school location and to a designated teacher or school official to make up work or time missed, or to spend a specified amount of time as a disciplinary action. Detention may require the student's attendance before school or after school.

### **Silent Lunch**

A requirement that the student report to a specified location during lunch to eat in an area that is isolated from other students or interaction to make up work or time missed, or to spend their lunch in quiet reflection as a consequence for a minor discipline infraction. Also known as a "lunch detention".

### **Disciplinary Probation**

Disciplinary Probation is a written reprimand for violation of any provision of the Code of Student Conduct. The principal or his/her designated person(s) will review student disciplinary records and should request a conference with the parents of the student involved. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any provision of the Code of Student Conduct during the probationary period. The principal or his/her designated person(s) has the authority to place a student on Disciplinary Probation for a reasonable and specified period of time. Staff members involved in the action will assist in monitoring the student's adjustment to the school environment.

### **In-School Suspension**

In-school suspension (ISS) is a structured disciplinary action in which a student is isolated or removed from regular classroom activities but is not dismissed from the school setting. The principal or his/her designated person(s) has the authority to assign students to the in-school suspension program for a reasonable and specified period of time. When students are assigned to ISS, they are restricted from being on other school campuses or property and are restricted from attending or participating in any Lee County School programs or activities until the suspension is complete. An exception to this should be given in writing by the school administrator.

### **Short-Term Out of School Suspension (OSS)**

OSS is a short-term suspension from school (10 days or less). During that time, the student is prohibited from being on other school campuses or property and is prohibited from attending or participating in any Lee County School System co-curricular or extracurricular programs or activities.

### **Transitional Learning Center (TLC)**

The TLC was designed to serve students who are having difficulty succeeding in the regular education environment. This difficulty may be academic or behavioral, or a combination of the two. Students may be placed in the TLC based on agreements between the home school principal (or designee), the director of the TLC, and the parent/guardian of the student. Students may also be placed at the TLC as a result of a due process hearing (discipline tribunal hearing), due to severe or chronic discipline infractions. Parents must be given notice of the due process hearing date and location in a timely manner before the hearing is held. Any student that has been adjudicated through the juvenile court system or regular court system and placed in any type of detained facility (YDC, RYDC, jail, etc.) may transition back into the school system through the TLC. In this case, the length of placement will be determined by the director of the TLC and the principal (or designee) of the home school.

Students may also be placed in the academic section of the TLC based on specific criteria. This placement includes necessary consent from students, parents, the school administration, and the TLC. Parents should contact the principal or guidance counselor for more information.

Offenses which would result in an assignment to the Transitional Learning Center are generally the same as those outlined for out of school suspension in this Code of Student Conduct; however, students may be placed for other infractions.

Students assigned to the discipline section of the Transitional Learning Center are prohibited from being on other school campuses or property and are prohibited from attending or participating in any Lee County School System co-curricular or extracurricular programs or activities. This restriction remains in force until the students have completed their assignment to the Transitional Learning Center. If a student has been placed at the Transitional Learning Center on two previous occasions, the next tribunal may result in a minimum of a 12 month suspension.

### **Work Assignment**

With the support of the parent/guardian, the principal or his/her designee has the authority to assign supervised activities related to the upkeep and maintenance of school facilities as a disciplinary action for a reasonable and specified period of time. Work assignments are not intended to interfere with any student's regular class schedule. The parent(s) or guardian will be responsible for providing transportation in these cases. Details will be worked out with the parent/guardian.

### **School Bus Suspension**

Principals or his/her designee may deny a student the privilege of riding a school bus based on misconduct of the student. This action will be for a reasonable and specified period of time.

### **Physical Restraint**

Principals or their designee may use reasonable physical force to restrain a student from abusing or attempting to abuse himself/herself, other students, teachers, administrators, parents, guardians or other staff members. The action may be taken when it is necessary to maintain discipline or to enforce school rules. This must be done in a reasonable fashion to protect all parties involved. Law enforcement officials may be called to assist in the enforcement of this action.

## **STUDENT DISCIPLINARY HEARINGS (TRIBUNALS)**

For the purpose of conducting student discipline hearings (tribunals), rendering a decision, and imposing punishment, the following procedure will be followed:

1. The Superintendent/designee shall convene a hearing in the following situations:
    - Where a student has committed an alleged assault or battery upon a teacher, other school official or employee.
    - Where a student has violated any school or system rule or engaged in any other act of misconduct or insubordination which may require long-term disciplinary placement in the Transitional Learning Center, a long-term suspension, or an expulsion.
  2. When a student is referred to tribunal, the Superintendent/designee shall choose three school officials to serve as the hearing tribunal. No member of the hearing tribunal shall be a member of the staff at the school which the student attends.
  3. In the event a student or his/her parent does not wish to contest the charge(s) of violation(s) of the discipline rules of the school's code of conduct for which a tribunal has been requested, the student and parent may voluntarily accept the consequences prescribed by the school by signing a Waiver of Disciplinary Tribunal Hearing form.

Such waiver shall specify the rule violation; the date and description of the incident, the prescribed consequences, and an agreement to waive the opportunity to participate in a tribunal hearing, present evidence, cross examine witnesses, and be represented by an attorney. The decision to waive the tribunal shall be final and cannot be appealed by the school or family. The waiver must be signed by the student, a parent, a school administrator and a district level administrator from the superintendent's office, who shall act as hearing officer with authority to approve the disciplinary consequences set forth in the waiver.
  4. Whenever a principal/designee refers a student discipline matter to the Superintendent/designee, a certified letter shall be mailed to the student and his/her parent/guardians containing a statement of the time, place and nature of the tribunal hearing, a statement of the matters asserted and charges against the student, statement setting forth the right of the student to present evidence, cross-examine witnesses and be represented by legal counsel will be included in the letter.
  5. The school principal or his or her designee shall be responsible for presenting evidence in support of the charges against the student and all parties shall be afforded an opportunity to present and respond to evidence and to examine and cross-examine witnesses on any and all issues. The hearing tribunal shall make a verbatim electronic or written record of the hearing. This record shall be available to all parties.
  6. The hearing tribunal shall render a decision finding whether the student committed the offense and, if so, the
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- appropriate disciplinary action. The decision of the hearing tribunal shall be based solely on the evidence received at the hearing, including any evidence presented by either party relevant to the appropriate disciplinary action imposed. The hearing tribunal shall render a decision in writing within ten (10) days of the close of the record and shall furnish a copy of the decision to the student, his/her parents/legal guardians, the principal/designee and the Superintendent. The decision of the hearing tribunal shall be final and shall constitute the decision of the Board of Education unless either party should appeal the decision to the Board of Education.
7. Either party may appeal the decision of the hearing tribunal to the Board of Education by filing with the Superintendent a written notice of appeal within twenty (20) days from the date the decision is rendered. Such notice of appeal shall set forth the decision of the hearing tribunal and the basis of the appeal. Any decision of the hearing tribunal not appealed in this manner shall be final. In cases of out-of-school suspension or expulsion, the Superintendent may place the student in the Transitional Learning Center pending the outcome of the appeal. In other cases, the Superintendent may suspend the disciplinary action imposed by the hearing tribunal pending the outcome of the appeal.
8. The Board of Education shall review the record of the hearing, the decision of the hearing tribunal and the notice of appeal and shall render its decision in writing within ten (10) days from the date they receive the notice of appeal. The decision of the Board of Education shall be based solely on the record before the hearing tribunal and the Board shall not consider any other evidence in ruling on the appeal. The Board may find the facts to be different than those found by the hearing tribunal and the Board may modify the disciplinary action. Any decision of the local Board may be appealed to the State Board of Education by filing an appeal, in writing, within thirty (30) days after the local Board renders its decision.
9. Any student subject to a disciplinary hearing who withdraws from the Lee County system prior to the hearing must appear before a hearing tribunal to determine the student's eligibility to return to the Lee County School System in the event the student ever seeks to return to the system. Alternatively, the school district may, in its discretion, proceed with the hearing in accordance with board policy despite the student's withdrawal from school.
10. Nothing in this Code of Conduct shall be construed to infringe on any right provided to students pursuant to the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act of 1990.

### **CLASSIFICATION OF VIOLATIONS**

Violations of the Code of Student Conduct are grouped into three classes (Class I, Class II and Class III). Before determining the classification of a violation, the principal or his/her designated person(s) will consult with the involved student(s) and school personnel. Once the classification of the violation is determined, the principal or his/her designated person(s) will implement the disciplinary procedure.

The classroom teacher may deal with classroom disruption by taking in-class disciplinary action, by making a personal call to the parent(s) or guardian when feasible, and/or by scheduling conferences with the parent(s) or guardian and other school staff. When the action taken by the teacher is ineffective, or the disruption is severe, the student should be referred to the principal or his/her designated person(s). Failure to bring notebook, pencil, books or required materials and equipment to class is ordinarily not cause for referral; however defiance of a teacher in regard to these areas is cause for disciplinary referral. Parents and guardians should be notified by the teacher of students who consistently exhibit poor work habits.

Note: For further information on Disciplinary Violation and Offenses, check appropriate school's handbook.

#### **CLASS I**

- 1.00 Distraction of other students.  
Any conduct and/or behavior which is disruptive to the orderly educational process in the classroom or any other instructional setting.
- 1.01 Participation in a prohibited organization.  
Participation supporting or furthering the cause of fraternities, sororities, secret societies or any group or organization, either on campus or off campus, whose activity or proposed activity is disruptive to the orderly educational process. This would include individuals whose purpose is to disrupt or disturb the ability of any student, teacher or administrator to receive or deliver the highest degree of educational opportunity.

- 1.02 Refusal to comply  
Refusal to comply with directions by a Lee County School employee.
- 1.03 Participation in games of chance for money and/or other things of value.
- 1.04 Excessive tardiness.  
Repeatedly reporting late to school or class
- 1.05 Intentional and/or non-direct use of profane, offensive or obscene language.
- 1.06 Non-conformity to dress code.
- 1.07 Inappropriate public display of affection.
- 1.08 Unauthorized absence from class or school.
- 1.09 Continued refusal and/or failure to complete class assignments.
- 1.10 Failure to carry correspondence home, failure to obey directions in hallways, assemblies, etc.
- 1.11 Unauthorized and/or inappropriate use of school or personal property.
- 1.12 Littering on school property.
- 1.13 Distribution or display of printed materials on school property or at a school activity without the approval of the principal or his/her designee.
- 1.14 Offensive touching of another student (not necessarily of a sexual nature).
- 1.15 Breaking lunch line.
- 1.16 Minor parking violations. (High School)
- 1.17 Leaving campus without signing out properly.
- 1.18 Electronic devices  
Inappropriate/unauthorized use/possession of electronic devices/technology.  
  
1st offense: \$10 fine  
2nd offense: \$20 fine  
3rd offense (and after): \$40 fine  
All devices will be picked up by a parent or guardian at his or her convenience during school hours.
- 1.19 Unauthorized purchase and/or sale of merchandise.
- 1.20 Soliciting, procuring, causing, encouraging, aiding, abetting or assisting another to commit any of the foregoing offenses.
- 1.21 Any other violation which the principal may deem reasonable to fall within this category after consideration of extenuating circumstances.

#### **DISCIPLINARY ACTIONS-CLASS I OFFENSES**

##### **First Offense**

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

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## Subsequent Offenses

In-school disciplinary action such as probation, detention, completion of extra academic assignments, work assignments before or after school, in-school suspension, assignment to the Transitional Learning Center (TLC), suspension or other reasonable disciplinary action is at the discretion of the principal or his/her designated person(s). Special circumstances may warrant a recommendation to the Superintendent for an alternative educational program apart from the normal setting.

### CLASS II

- 2.00 Disrespect  
Disrespect toward employees, students, or school visitors
- 2.01 Biting
- 2.02 Defiance of Board of Education employee's authority.  
Any verbal or non-verbal refusal to comply with a lawful direction or order of a Board of Education employee.
- 2.03 Possession and/or use of any tobacco products.
- 2.04 Possession and/or use of any "vapor" device and/or paraphernalia. The smoking/possession of electronic, "vapor," or other nicotine delivering devices, substitute forms of cigarettes, or any other "inhaling" innovation/paraphernalia.
- 2.05 Unsafe and/or unlicensed driving on school property or other violations of the school parking and driving rules.
- 2.06 Vandalism/Criminal Mischief.  
Intentional and deliberate action resulting in injury or damages of less than \$200 to public property or the real or personal property of another.
- 2.07 Stealing-Larceny-Petty Theft.  
Taking and/or carrying away of property valued at less than \$50 belonging to or in lawful possession or custody of another.
- 2.08 Gambling/Possession of Gambling Device.  
The possession of any device or item which can be used to promote or facilitate gambling. The intentional, unlawful participation in gambling activities involving less than \$100.
- 2.09 Possession of stolen property with the knowledge that it is stolen.
- 2.10 Theft of lost property.  
Activity obtaining or exerting control over the property of another which is known to have been lost or mislaid, and failing to take reasonable measures to discover and notify the owner.
- 2.11 Threats or Extortion.  
Verbally or by written or printed communication, threatening an injury to the person, property or reputation of another.  
This may include the intent to extort money or any pecuniary advantage whatever, or with the intent to compel the person so threatened, or any other person, to do any act or refrain from doing any act against his/her will.  
Note: Completion of the threat, either by the victim's complying with the demands or the carrying out of the threats against the victim, constitutes a Class III offense.
- 2.12 Trespassing.

Willfully entering or remaining in or on any structure, conveyance or property without being authorized, licensed or invited, or having initially been authorized, licensed or invited, having been warned by an authorized person to depart and refusing to do so. Unauthorized presence, entering or remaining on public school property or attending any school related activity while under any kind of home suspension, assignment to the Transitional Learning Center or expulsion.

- 2.13 Possession of obscene and/or offensive materials.
- 2.14 Use of obscene and/or offensive manifestations (verbal, written, gesture) directed toward another person and/or offensive manifestations (verbal, written, gesture) which are deemed to create a hostile environment.
- 2.15 Truancy or unauthorized leaving class/campus. (“skipping”)
- 2.16 Possession of a pocket knife.
- 2.17 Possession and/or use of matches or lighter.
- 2.18 Intentionally providing false information to a school board employee, including, but not limited to, student information data and the concealment of information directly related to school business.
- 2.19 Simple assault.  
Intentionally touching or striking another student against his/her will or without his/her consent.
- 2.20 Honor Code Violations and/or Cheating.  
Student shall not engage in any act of deception or falsification. This includes cheating by receiving any unauthorized aid or assistance or the actual giving or receiving of unfair advantage.
- 2.21 Inappropriate use of technology.  
Use of technology resources to:
  - Send, display, or download offensive messages or pictures.
  - Harass, insult or attack others.
  - Use obscene, profane, discriminatory, threatening, or inflammatory language.
  - Violate copyright laws.
  - Intentionally waste limited resources.
  - Participate in on-line chat rooms without permission/supervision of Lee County School employee.
- 2.22 Possession of and/or use of laser light pointer or any device designed to emit a laser light.
- 2.23 Soliciting, procuring, causing, encouraging, aiding, abetting or assisting another to commit any of the foregoing offenses.
- 2.24 Any other offense which the principal may deem reasonable to fall within this category after consideration.

## **DISCIPLINARY ACTIONS-CLASS II OFFENSES**

### **First Offense**

In-school suspension, assignment to the Transitional Learning Center and/or extended work assignments before or after school and/or suspension. Other reasonable disciplinary actions as deemed appropriate by the principal.

### **Subsequent Offenses**

The disciplinary action for such offenses will be assignment to the Transitional Learning Center (TLC) or

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suspension and/or recommendation for expulsion by the principal as authorized in the expulsion procedures.

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

### CLASS III

- 3.00 Fighting.  
The initiation or provocation of a fight or physical altercation, or the participation in a fight or physical altercation absent mitigating circumstances.
- 3.01 Provoking, agitating, and/or inciting a fight/confrontation.
- 3.02 Drugs (Illegal, \*Prescribed, or \*Over-the-Counter), Imitation Controlled Substances, Alcohol, Intoxicating Inhalants and/or marijuana derivatives.  
Admission of and/or being under the influence of and/or unauthorized possession, transfer, distribution, use or sale of drugs, imitation controlled substance, drug paraphernalia, alcoholic beverages and/or intoxicating inhalants (Refer to US Code of Controlled Substance.)  
Communication of the intent to buy, sell, or exchange drugs, imitation controlled substance, alcohol, and/or intoxicating inhalants.  
Communication of the intent or desire to facilitate the sale or exchange of drugs, imitation controlled substance, alcohol, and/or intoxicating inhalants.
- Note: Student(s) may be referred to a Tribunal upon first offense  
*\*Any student possessing prescription or over-the-counter medication not in accordance with these Medication Guidelines will be considered in violation of the School District's Code of Student Conduct and shall be subject to the discipline set forth in the code of conduct and/or the student handbook.*
- 3.03 Arson  
The willful and malicious burning of any part of School Board property.
- 3.04 Assault upon School Board employee  
The unlawful and intentional touching or striking or an attempt to touch or strike a School Board employee against his/her will or the intentional causing of bodily harm to a School Board employee.
- 3.05 Robbery  
The taking of money or other property which may be the subject of larceny from the person or custody of another by force, violence, assault or instilling the fear of same.
- 3.06 Stealing-Larceny-Grand Theft  
The participation in and/or the intentional, unlawful taking and/or carrying away of money or other property valued at \$50 or more belonging to or in lawful possession or custody of another.
- 3.07 Gambling  
The intentional, unlawful participation in gambling activities involving amounts of \$100 or more.
- 3.08 Criminal mischief  
Willful and malicious injury or damages at or in excess of \$200 to public property or to real or personal property belonging to another.
- 3.09 Discharging of any pistol, rifle, shotgun, air gun or any other device.
- 3.10 Possession of Weapons.  
See school board policy JCDAE: Weapons



- 3.11 **Bomb Threats/False Reports**  
Any communication(s) or attempt to communicate concerning the Board of Education's property which has or could have the effect of interrupting the educational environment or process. Falsely reporting an incident with the knowledge that the information reported, conveyed or circulated is false.  
Initiating or circulating a false report or warning of an alleged occurrence or impending occurrence of a fire, bomb, explosion, crime, catastrophe, or any emergency under a circumstance in which it is likely to cause fear, evacuation of a building, place of assembly, or transportation facility, or to cause public inconvenience or alarm, or to interrupt the educational environment or process.
- 3.12 **Threats of Death or Serious Bodily Injury**  
The verbal or written communication of a threat to kill or do serious bodily injury to another person.
- 3.13 **Sexual Acts**  
Acts of sexual nature including, but not limited to, battery, intercourse, attempted rape or rape.
- 3.14 **Offensive touching of another person.**
- 3.15 **Sexual Harassment**
- 3.16 **Written or verbal propositions to engage in sexual acts.**
- 3.17 **Aggravated Assault**  
Intentionally causing bodily harm, disability or permanent disfigurement by use of a weapon or any instrument that could be considered a weapon.
- 3.18 **Explosives**
- 3.19 **Possessing and/or igniting fireworks, firecrackers or smoke bombs, stink bombs or committing any act which could disrupt the educational environment or process.**
- 3.20 **Unjustified activation or tampering with fire alarm system, fire extinguishers, security alarm system, or other safety equipment.**
- 3.21 **Inciting or participating in student disorder**  
Leading, encouraging or assisting in activities or disruptions which result in destruction or damage of private or public property or personal injury, and/or the disruption of school business or educational process.
- 3.22 **Fleeing a School Board employee to elude contact or questioning.**
- 3.23 **Violations of the conditions of Disciplinary Probation including failure of a drug test.**
- 3.24 **Use of obscene and/or offensive manifestations (verbal, written, gesture) directed toward a Board of Education employee or volunteer and/or use of offensive manifestations (verbal, written, gesture) which are deemed to create a hostile environment including racial comments.**
- 3.25 **The completion of a threat to injure a person, property, or reputation of another. This includes extorting money or any pecuniary advantage whatsoever by compelling another person to do an act against his/her will.**
- 3.26 **Commission of any act which constitutes a criminal offense under the Code of Student Conduct and which in the principal's opinion warrants disciplinary action authorized for a Class III**
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offense.

- 3.27 Damage computers, computer systems, software/programs, or computer networks (this includes changing workstation or printer configuration.) Intentionally bypassing network filtering and security to visit non educational sites.
- 3.28 Gang Graffiti or Paraphernalia.  
Possession, transfer, distribution, or use of written material, drawings, signs, or other materials related to or used in gang activities. Gang related slogans, names, apparel, etc. are not permitted on any school campus or at any school related activity.
- 3.29 Bullying  
See school board policy JCDAG: Bullying
- 3.30 Forgery, alteration, use of users' files folders, work, or password, or misuse of any school's document, record, or instrument of identification.
- 3.31 Soliciting, procuring, causing, encouraging, aiding, abetting or assisting another to commit any of the foregoing offenses.
- 3.32 Falsely alleging inappropriate behavior by a teacher or other personnel.
- 3.33 Inappropriate use of technology including but not limited to cell phones:  
• sending/displaying/downloading offensive messages or pictures  
• filming/ distributing/ possessing video of student disorder  
• sending information to others in a manner that constitutes Honor Code violations and/or cheating
- 3.34 Harassment or intimidation.  
The threatening, stalking, teasing, taunting, or seeking to coerce or compel a person to do something; engaging in verbal or physical conduct that threatens another with harm, including intimidation through the use of epithets or slurs involving race, ethnicity, national origin, religion, religious practices, gender, sexual orientation, age, or disability that disrupts the educational process.
- 3.35 Any other offense which the principal may deem reasonable to fall within this category after consideration of extenuating circumstances.

### **DISCIPLINARY ACTIONS-CLASS III OFFENSES**

The disciplinary action for such offenses will be assignment to the Transitional Learning Center (TLC) and/or out of school suspension and/or recommendation for expulsion by the principal as authorized in the expulsion procedures.

#### **Teacher Reporting Requirement**

A teacher shall have the authority, consistent with board policy, to manage his or her classroom, discipline students, and refer a student to the principal or his designee to maintain discipline in the classroom. Any teacher who has knowledge that a student has exhibited behavior which violates the student code of conduct and repeatedly or substantially interferes with the teacher's ability to communicate effectively with the students in his/her class or with the ability of such student's classmates to learn, shall file a report of such behavior with the principal or his/her designee.

The principal and teacher shall thereafter follow the procedures set forth in Georgia law, specifically O.C.G.A § 20-2-737-738.

The Superintendent shall fully support the authority of principals and teachers in the school system to remove a student from a classroom pursuant to the provisions of this law and the Superintendent and/or his designee shall develop procedures as necessary for implementation of this policy and this state law.

## Unsafe School Choice

Major offenses, including but not limited to, drug and weapon offenses can lead to schools being named as an Unsafe School according to the provisions of State Board Rule 160-4-8-.16, Unsafe School Choice Option. A student who becomes a victim of a violent criminal offense while in or on the grounds of that student's primary or elementary school, will have the opportunity to transfer to a safe school. Transportation will be provided for that student.

## ADDITIONAL POLICIES

### BYOT (Bring Your Own Technology)

#### Responsible Use Guidelines

As new technologies continue to change the world in which we live, they also provide many new and positive educational benefits for classroom instruction. Students are encouraged to bring their own technology devices to school to assist in their learning experiences. Students who cannot bring in outside technology will be able to access and utilize the school's equipment. No student will be left out of ~~our~~ instruction.

The administration at each school may authorize usage of digital devices at specific times and locations as deemed appropriate for the students.

The use of technology to provide educational material is not a necessity but a privilege.

All members of the Lee County School System community agree to commit to the following responsible use guidelines:

I will:

- use digital devices, networks and software in school for **educational purpose and activities only**, unless specifically authorized by the school's administration.
- keep my personal information (including home/mobile phone number, mailing address, and user password) and that of others **private**.
- show **respect** for myself and others when using technology, including social media.
- give **acknowledgement to** others for their ideas and work.
- report **inappropriate** use of technology immediately.
- accept the **responsibility** for my device (school is **NOT** responsible for theft or damages).
- adhere to the rule of "no technology" in any type of **testing** environment.
- **comply** with my teachers' requests regarding the use of technology.
- utilize only the **LCSS network**.
- **turn my electronic device over** to a school teacher/administrator if under suspicion of causing problems or inappropriate use.
- **follow internet safety** as per Lee County school board policy IFGB.

### Bullying

Behavior that infringes on the safety of students will not be tolerated. Bullying, as the term is defined in Georgia law, of a student by another student is strictly prohibited. Such prohibition shall be included in the Student Code of Conduct for all schools within the school system.

Bullying is defined as follows: An act, that is:

1. Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so;
  2. Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or
  3. Any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that:
-

- a. Causes another person substantial physical harm within the meaning of Code Section 16-5-23.1 or visible bodily harm as such term is defined in Code Section 16-5-23.1;
- b. Has the effect of substantially interfering with a student's education;
- c. Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- d. Has the effect of substantially disrupting the orderly operation of the school.

The term applies to acts which occur on school property, on school vehicles, at designated school bus stops, or at school related functions or activities or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of a local school system. The term also applies to acts of cyberbullying which occur through the use of electronic communication, whether or not electronic act originated on school property or with school equipment, if the electronic communication (1) is directed specifically at students or school personnel, (2) is maliciously intended for the purpose of threatening the safety of those specified or substantially disrupting the orderly operation of the school, and (3) creates reasonable fear of harm to the students' or school personnel's person or property or has a high likelihood of succeeding in that purpose. Electronic communication includes, but is not limited to, any transfer of signs, signals, writings, images, sounds, data or intelligence of any nature transmitted in whole or in part by wire, radio, electromagnetic, photo electronic or photo optical system.

Procedures may be developed at each school encouraging a teacher or other school employee, student, parent, guardian, or other person who has control or charge of a student, either anonymously or in the person's name, at the person's option, to report or otherwise provide information on bullying activity. Any teacher or other school employee who, in the exercise of his or her personal judgment and discretion, believes he or she has reliable information that would lead a reasonable person to suspect that someone is a target of bullying is encouraged to immediately report it to the school principal. Any report will be appropriately investigated by the administration based on the nature of the complaint in a timely manner to determine whether bullying has occurred, whether there are other procedures related to illegal harassment or discrimination that should be implemented and what other steps should be taken. Any report of retaliation for reporting bullying will also be investigated and addressed as called for in this policy and in accordance with school procedures.

Acts of bullying shall be punished by a range of consequences through the progressive discipline process, as stated in the Code of Conduct. However, upon a finding by the disciplinary hearing officer, panel or tribunal that a student in grades 6-12 has committed the offense of bullying for the third time in a school year, the student shall be assigned to an alternative school.

Upon a finding by a school administrator that a student has committed an act of bullying or is a victim of bullying, the administrator or designee shall notify the parent, guardian, or other person having control or charge of the student by telephone call or through written notice, which may be done electronically.

Students and parents will be notified of the prohibition against bullying and the penalties for violating the prohibition by posting information at each school and by including such information in the student/parent handbook.

### **Student Pregnancy**

Students who become pregnant may request to attend the Transitional Learning Center (TLC) if they or their parents/guardians feel the pregnancy will interfere with normal school activities. A pregnant student transferring to the Transitional Learning Center (TLC) may elect to return to her regular school at any time.

### **Drug Abuse**

The intent of the Lee County Board of Education is to comply and to cooperate fully with the laws regarding illegal drug use and drug abuse. The Board of Education understands that there are times when prescription drugs may be used by students for medical reasons. Under these circumstances, the student or his/her parent(s) or guardian should register the prescription with the principal or his/her designated person(s) in order to protect the student.

### **Local School Rules and Regulations**

Principals with the approval of the Superintendent may supplement the Code of Student Conduct with rules and

regulations that are applicable to the particular school. These rules shall not be contrary to the rules of the Code of Student Conduct. Such rules and regulations shall be reasonable and related substantially to the maintenance of discipline and the implementation of the academic program of the school. Adequate notice of all rules and regulations shall be given and violators shall be treated fairly and consistently.

### **Threats of Suicide**

Students who talk about suicide will be taken seriously. When a student indicates that he/she is considering suicide, a principal designee will notify the parent/guardian. The designee will advise the parent/guardian to take the student to a qualified licensed professional (psychologist, psychiatrist, county mental health, or private/public hospital). The school will request that an open line of communication be maintained between the school and parent/guardian. The system social worker shall be notified of such threat.

### **Night/ Summer School Discipline**

The Code of Student Conduct and dress code for the school hosting night/summer school will be strictly enforced. Disruptive and/or inappropriate behavior during night/summer school will lead to student dismissal from night/summer school. Decisions of the administration in charge of night/summer school will be final. There will be no refund of tuition to students who are dismissed.

## **SAFE STUDENT BUS RIDING INSTRUCTIONS**

### **Safety Rules at the Bus Stop**

- Be at the designated bus stop five minutes before time for the bus to arrive.
- Wait a safe distance of 12' from the road, and be prepared to quickly board the bus.
- Refrain from pushing, horseplay, or any other unsafe activity while at the bus stop.
- Wait for the bus to come to a complete stop, wait for the red stop sign to come out, the red flashing lights to activate, and for the door to completely open before approaching the bus.
- Wait until the bus stops; then walk to the door and board the bus in an orderly manner.
- When having to cross the road, wait on your side of the road for the bus to arrive.
- Wait for the driver to give hand signal that it is ok to cross the road (Stop, look, listen).
- Be sure all traffic has stopped both ways before crossing the road.
- If you miss the bus, do not chase after the bus; go back home and tell your parents.

### **Safety Rules for Entering and Exiting the Bus at the Stop and at the School**

- Walk in front of the bus to stay in the driver's view when crossing the road; never cross the road behind a school bus.
- Load the bus in single file without making contact with the one in front of you.
- No pushing, shoving, or horse play while loading the bus.
- Use the handrail when entering or exiting the bus.
- Board the bus quickly and safely and get seated as promptly as possible.
- Do not linger around bus after exiting the bus, clear the roadway as far as possible.
- While unloading at the school, unload from the front to back of the bus.
- When stepping off the bus onto the bus ramp, keep moving and go straight to the sidewalk.
- Never stop to get mail from the mailbox until bus has moved and traffic is flowing again.
- Never return to the bus without first getting the drivers attention first.
- Never retrieve a dropped item around the bus unless you get the drivers attention first.
- At any time, if the bus horn sounds, this is a signal for danger and you should react quickly to bus driver's directions to avoid injury.
- Remove ear buds and/or headphones when loading/unloading bus.

### **Safety Rules While on the Bus**

- Follow your bus drivers instructions at all times.
  - Remain in your seat until the bus reaches your school/home and has come to a complete stop.
  - Keep your voice at a normal speaking level while speaking to other students.
  - Keep conversation to the driver to a minimum while the bus is moving.
  - Never speak to the driver while loading and unloading at another students stop.
  - Be completely silent at all railroad crossings until the bus has completely cleared the tracks.
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### **Bus Evacuation Guidelines**

- When any type of evacuation occurs, you must follow the instruction of the driver to safely unload and to relocate when possible, at least 100 feet in the direction away from the hazard and the roadway.
- Evacuation will be practiced on your bus with you twice each new school year.
- All buses are designed with several “emergency exits” these locations are, but not limited to the entrance/exit door, rear door, emergency exit windows and roof hatches.
- Always use the front entrance/exit door during an evacuation when possible.
- All other exits should be used only when front entrance/exit door and the rear exit door are not available to use.
- When loading door is not available and the rear door is the chosen exit, selected older/mature student are instructed to assist you to the ground by sitting and sliding out feet first.
- Leave all personal belongings on the bus and to exit from the front to the back of the selected exit location.

### **Additional Guidelines**

- Conversation with the driver or behavior distracting the driver during loading and unloading of the bus should be avoided; during this critical time, complete concentration by the driver is required.
- Any type behavior distracting the driver during loading and unloading of buses should be avoided; during this critical time complete concentration by the driver is required.
- Parents should avoid conversation with the driver during loading and unloading; during this critical time, complete concentration by the driver is required.

### **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**

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 bottles or cans, knives, sharp objects, or any object that might endanger another student cannot 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.
10. At the driver’s discretion, food and drink may be allowed on the school bus. Water is allowed at all times.
11. At the driver’s discretion, use of electronic devices may be allowed on the school bus.

### **Bus Disciplinary Offenses:**

	<b>K-2 Bus Suspension</b>		<b>3-5 Bus Suspension</b>
1 <sup>st</sup> offense	Warning/ one day	1 <sup>st</sup> offense	Warning/ one day
2 <sup>nd</sup> offense	Up to two days	2 <sup>nd</sup> offense	Up to two days
3 <sup>rd</sup> offense	Up to four days	3 <sup>rd</sup> offense	Up to four days
4 <sup>th</sup> offense	Up to six days	4 <sup>th</sup> offense	Up to six days
5 <sup>th</sup> offense	Up to eight days	5 <sup>th</sup> offense	Up to eight days
6 <sup>th</sup> offense	Up to ten days	6 <sup>th</sup> offense	Up to ten days

7 <sup>th</sup> offense	Up to twelve days	7 <sup>th</sup> offense	Up to fifteen days
8 <sup>th</sup> offense	Up to fourteen days	8 <sup>th</sup> offense	Up to twenty days
9 <sup>th</sup> offense	Up to twenty days	9 <sup>th</sup> offense	Possible expulsion from school bus remainder of school year
10 <sup>th</sup> offense	Possible expulsion from school bus remainder of school year		

### **6-12 Bus Suspension**

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

### **Fighting and other major offenses on the school bus:**

A fight/physical aggression or other major offense committed on the school bus produces a dangerous situation where other students are in jeopardy and the driver is distracted. This type of situation and the consequences will be taken very seriously. Consequences may include the following and or a combination of the following: bus suspension, in-school suspension, out of school suspension, or referral to the system tribunal. A complaint may also be filed with law enforcement authorities.

### **Extra riders:**

When space is available, extra riders may ride an unassigned bus. Schools must be given a day's notice to check availability for extra riders. Parents must give permission for a student to ride an alternate bus. The note must be signed by a parent and include: parent's name, phone number and address where student should be dropped off. This information must be signed by a school official and a copy must be provided to the driver.

### **DRESS CODE**

The policy of the Lee County Board of Education is that good grooming and personal appearance are essential elements in the teaching and learning processes. Therefore, it is expected that students dress in such a manner that will ensure their health and safety while at school. Furthermore, the dress and personal appearance may not be disruptive or interfere with the legitimate interest and welfare of the students. Each school principal shall provide specific dress code guidelines.

Any student violating the school dress code may be suspended for the remainder of the school day and may receive unexcused absences in the classes missed. The principal or his/her designated person(s) has the authority to determine what constitutes a violation of the dress code.

### **SEXUAL HARASSMENT**

The policy of the Lee County Board of Education forbids sexual harassment of or by any of its students or employees.

#### **A. General Prohibitions and Definitions**

##### **1. Unwelcome Conduct of a Sexual Nature**

a. Conduct of a sexual nature may include verbal or physical sexual advances, including subtle pressure for sexual activity; touching, pinching, patting, or brushing against; comments regarding physical or personality characteristics of a sexual nature; and sexually-oriented "kidding", "teasing", double entendres, and jokes.

##### **2. Sexual Harassment**

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment if the conduct substantially interferes with a student's educational performance, or creates an intimidating, hostile, or offensive educational environment.

##### **3. Sexual Harassment Prohibited**

It is a violation of the Code of Student Conduct for a student to sexually harass or subject another student to any unwelcome conduct of a sexual nature. Students or School Board employees who engage in such conduct

shall be subject to sanctions as described below.

## B. Reporting and Sanctions

### 1. Reporting

a. Students or their parents or guardians who reasonably believe that other students or School Board employees in the Lee County School System are guilty of sexual harassment as defined in this policy are encouraged to report such to the principal of their school and/or to the civil rights compliance administrator. Such reports should be made in writing. Report forms are available through the main office in each school.

b. Students or their parents/guardians are also urged to report unwelcome conduct of a sexual nature by fellow students or School Board employees, whether or not such conduct interferes with the student's educational environment. Such reports should be made in writing. Report forms are available through the main office in each school.

c. Confidentiality will be maintained and no reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment. Students who are found guilty of sexual harassment or retaliate against one who has filed such charges are subject to sanctions including, but not limited to, warning, suspension, or expulsion.

## TECHNOLOGY

Lee County Schools provides students and staff access to a computer network known as the Wide Area Network (WAN). The WAN serves all the schools and Central Staff facilities within the school system. It includes computers, file servers, cabling, routers, switches, hubs, Wireless Access Points, software and other peripheral devices necessary for the proper functioning of the WAN. Internet access is an integral part of the services offered on the WAN. Student and staff access to the WAN and its resources is a privilege and not a right. The WAN is designed to provide resources in support of instructional goals and objectives as well as school system administration. These resources are provided as a non-public forum. Computer technology facilitates learning through communication, innovation, resource sharing, and access to information. Students using school system computers must adhere to the administrative procedures regarding computer use. Instructional access to the WAN shall be under the direction of staff and shall have a defined educational purpose. Student browsing should also have an academic purpose and not violate any of the prohibited uses. The school system reserves the right to monitor all computer activity by students. Violating the established policies and administrative procedures shall be subject to revocation of privileges and potential disciplinary and/or appropriate legal action. Students will also adhere to the following prohibitions in the interest of personal safety:

- Students shall not post personal information about themselves or others. Personal contact information includes images, telephone numbers, email addresses, or home address.
- Students shall not agree to meet with someone they have met online without their parent's approval and participation.
- Students shall not share passwords with others.
- Students shall not photograph or record employees, students, or visitors without their consent.

**Falsifying, misrepresenting, omitting, or erroneously reporting information regarding instances of alleged inappropriate behavior by a teacher, administrator, or other school employee toward a student** Any student (or parent or friend of a student) who believes a student has been the victim of an act of sexual abuse or sexual misconduct by a teacher, administrator or other school system employee is urged to make an oral report of the act to any teacher, counselor or administrator at his/her school.

### **Discrimination/Harassment Grievance Procedure**

Any student of the Lee County Schools who believes he/she has been discriminated against, harassed, denied a benefit, or excluded from participation, in any of the school system's education programs or activities on the basis of sex, race, color, creed, religion, belief, national origin, ethnic group, or disability, may file a written complaint with the Lee County School System. Complaint may be filed using the discrimination/harassment report form or sexual harassment report form. Those complaints shall be processed and investigated in accordance with board policy GAAA/JAA.

### **Discriminatory Complaints Procedure**

Complaints made to the Lee County School System regarding alleged discrimination on the basis of race, color, or



national origin in violation of Title VI, on the basis of sex in violation of Title IX or on the basis of disability in violation of the Rehabilitation Act of 1973, also known as Section 504, or the American With Disabilities Act will be processed in accordance with the policies adopted by the Lee County Board of Education. For further information, you may contact:

Mr. Kevin Dowling /P.O. Box 399 Leesburg, Georgia 31763/ 229-903-2100

### **Gender Equity in Sports**

State law prohibits discrimination in athletic programs of local school systems (Equity in Sports Act O.C.G.A §20-2-315). Students are hereby notified that Lee County School System does not discriminate on the basis of gender in its athletic programs. The sports equity coordinator for this school system is Mr. Kevin Dowling, Lee County Board of Education, P.O. Box 399, Leesburg, Georgia 31763, 229-903-2100. Inquiries, further information, or complaints concerning sports equity in this school system may be submitted to the sports equity coordinator.

### **Student Clubs/Organizations**

In accordance with state law, a list of student clubs or organizations for each school is located in the individual school's student handbook.

### **Parent Right to Know**

In compliance with the requirements of the Every Students Succeeds Act, the Lee County School System would like to inform you that you may request information about the professional qualifications of your student's teacher(s) and/ or paraprofessional(s). The following information may be requested:

- Whether the student's teacher—
  - has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
  - is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
  - is teaching in the field of discipline of the certification of the teacher.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If you wish to request information concerning your child's teacher's and/ or paraprofessional's qualifications, please contact the Principal of your student's school. The name of the Principal and number of the school is located on the back of the Code of Conduct.

### **Gifted Education**

Students, grades kindergarten through 12, in the Lee County School District who demonstrate a high degree of intellectual and/or creative abilities, exhibit an exceptionally high degree of motivation, and/or excel in specific academic fields are provided with special instructional services by the Program for Gifted Students. The State Board of Education determines eligibility criteria for placement in the program. Teachers, counselors, administrators, parents or guardians, peers, self, and other individuals may make referrals for consideration for eligibility for gifted services with knowledge of the student's abilities. For a summary of eligibility criteria or for further information about the Lee County School System Gifted Program, please go to <http://www.lee.k12.ga.us/co/curriculum.html> and view the Gifted Procedures Manual. If you should have specific questions regarding your child, please call the Instructional Supervisor/Assistant Principal at your child's school. For further information, you may contact: Mrs. Susan Manry at 229-903-2100.

### **Notification of Available Services for Exceptional Students**

To receive information concerning services for students with suspected disabilities, please contact the student's teacher. If further information is needed, contact the guidance counselor at the student's school. Lee County Special Education Director or 504 Coordinator may be reached at 229-903-2100.

### **Notice of Rights of Students and Parents Under Section 504**

For more information regarding Section 504, or if you have questions or need additional assistance, please contact your local system's Section 504 Coordinator:

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Any student or parent or guardian (“grievant”) may request an impartial hearing due to the school system’s actions or inactions regarding your child’s identification, evaluation, or educational placement under Section 504. Requests for an impartial hearing must be in writing to the school system’s Section 504 Coordinator; however, a grievant’s failure to request a hearing in writing does not alleviate the school system’s obligation to provide an impartial hearing if the grievant orally requests an impartial hearing through the school system’s Section 504 Coordinator. The school system’s Section 504 Coordinator will assist the grievant in completing the written Request for Hearing. The Section 504 Coordinator may be contacted through the school system’s central office. Copies of the 504 Procedural Safeguards and Notice of Rights of Students and Parents under Section 504 may be found at the system website or may be picked up at the central office or at any of the school offices.

**Federal Programs Complaint Procedures:** The Lee County School System will monitor any complaints alleging violations of law in the administration of federal programs from parents(s) legal guardians(s), students and providers. Formal complaints filed in the Federal Programs Office shall include the following:

1. A written statement of the allegation(s).
2. A summary of the facts upon which the allegation(s) is based.
3. Any documentation supporting the allegation(s).
4. The complainant's contact information, including name address and telephone number.





Complaints should be sent to:

Federal Programs Director /P.O. Box 399 Leesburg, GA 31763 / 229.903.2100

The Federal Programs Office will acknowledge in writing, the receipt of the complaint within 10 business days. The Federal Programs Office will investigate the allegations set-forth in the complaint and make a determination as to whether the allegation(s) warrant further review or action. If necessary, the Federal Programs Office may conduct an on-site visit to clarify any issues raised by the complaint. The on-site investigation may include an examination of relevant records and conduct interviews of relevant persons to determine whether there has been a violation of any applicable state or federal law, guidelines, or rules. The Federal Programs Office shall send to all appropriate parties the steps necessary to resolve the complaint, including technical assistance activities, negotiations, and corrective actions to achieve compliance.

## Communication Numbers

### Lee County Board of Education – Dr. Jason Miller, Superintendent

	BOE Main Number	903-2100
	Plant Operations (Maintenance and Custodial Services)	903-2210
	School Food Services	903-2127
	Transportation	903-2212

### Lee County Elementary School – Holly Black, Principal

	Main Number	903-2220
•	FAX Number	903-2237

### Lee County's Georgia Pre-K Program – Ashley Brim, Director

	Main Number	903-2136
•	FAX Number	903-3997

### Lee County High School – Dr. Karen Hancock, Principal

	Main Number	903-2260
•	FAX Number	903-2291


### Lee County High School Ninth Grade Campus – Ginger Lawrence, Principal

	Main Number	903-3590
•	FAX Number	903-3595

### Lee County Middle School West Campus – John Savelle, Principal

	Main Number	903-2140
•	FAX Number	903-2160

### Lee County Middle School East Campus – Kelli Duke, Principal

	Main Number	903-3500
•	FAX Number	903-3521

### Lee County Primary School – Debbie Devane, Principal

	Main Number	903-2180
•	FAX Number	903-2196

### Kinchafoonee Primary School – Pam Willis, Principal

	Main Number	903-2200
•	FAX Number	903-2218

### Twin Oaks Elementary School – Katie Peppers, Principal

	Main Number	903-2240
•	FAX Number	903-2257

### Transitional Learning Center – Aaron Edmondson, Director

	Main Number	903-3920
•	FAX Number	903-3925

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