

“Be the Tide”

1844 Georgia Highway 57  
P.O. Box 579  
Ludowici, GA 31316  
(912) 545-2135  
(912)545-2136 Fax Number

## This agenda belongs to:

Name: \_\_\_\_\_

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

City/Town: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

Advisor: \_\_\_\_\_

Grade: \_\_\_\_\_

Dear LCHS Parents and Students:

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

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

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

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

Have a great school year!

ROLL TIDE!

Sherry Lester  
Principal, Long County High School

# Long County High School

1844 Georgia Highway 57  
Ludowici, Georgia 31316  
Telephone Number: (912) 545-2135  
Fax Number: (912) 545-2136

## **Alma Mater**

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

**School Colors: Columbia Blue and White**

**School Emblem: "Blue Tide"**

**School Website: <http://www.longcountyhs.com/>**

## Structure of the Long County School System

The Board of Education is primarily a policy making body (by Georgia Law). The person responsible for administering the policies of the Board of Education is the school superintendent. All regular Board of Education meetings are scheduled for the second Monday of each month at 5:30 p.m. Meetings are held in the Board of Education Building on McDonald Street.

Superintendent..... Mr. David Edwards

### School Board Members

District 1 ..... Mr. Dennis DeLoach, Vice-Chairperson  
District 2 ..... Dr. Carolyn Williamson, Chairperson  
District 3 ..... Miss Florence Baggs  
District 4 ..... Mrs. Linda DeLoach  
District 5 ..... Mrs. Julie Dawson

### School Administration

Principal ..... Mrs. Sherry Lester  
Assistant Principal ..... Mr. Michael Taylor  
Assistant Principal ..... Mr. Brian Thomas  
Assistant Principal/Athletic Director ..... Mr. Shawn Peek

### Chain of Command

Though the staff at Long County High School has always prided itself in the positive relationship between students, parents, and community, there may arise some situations, which must be discussed beyond the normal realms of communication. For this reason, the appropriate chain of command is as follows:

1<sup>st</sup> contact:       Teacher  
2<sup>nd</sup> contact:       School Administrator  
3<sup>rd</sup> contact:       Principal  
4<sup>th</sup> contact:       Program Director  
5<sup>th</sup> contact:       Superintendent  
6<sup>th</sup> contact:       Board of Education

### Philosophy of Long County High School

We believe the underlying principle of our educational system is the fostering of an understanding of the democratic way of life. Education

and democracy complement each other; hence, the operation of our system, schools, and classrooms should reflect a democratic way of living.

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

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

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

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

#### **Mission Statement**

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

#### **Vision Statement**

Long County Schools will be an exemplary system where all students are college and/or career ready.

#### **Policy Adherence**

Long County High School follows all policies set forth by the state and local boards of education. Policies are subject to change but must be followed.

### LCHS Information Guide

Academic Advisement	Counselor's Office
Accident Insurance Claim Forms	Principal's Office
ADAP Cards	Counselor's Office
Agendas	Asst. Principal's Office
Announcements	Asst. Principal's Office
Approval of activities	Administrator
Athletic Information	Athletic Director
Attendance	Principal's Office
Certificate of Enrollment	Principal's Office
Checking in/out	Principal's Office
College Application Information	Counselor's Office
Discipline information	Administration
Dress Code	Administration
Enroll/Withdrawal	Registrar
Free/Reduced lunch forms	Principal's Office
Gender Equity Sports Coordinator	Athletic Director
Graduation Requirements	Counselor's Office
Hospital Homebound	School Nurse
I.D. Cards/Replacements	Media Center
Lost and Found	High School Offices
Medical Attention	School Nurse
Parking Information	Principal's Office
Personal Guidance	Counselor's Office
Scholarship/financial aid/transcript	Counselor's Office

### Record Charges

A \$5 processing fee will be charged for copies of each of the following documents (full document retrievals will cost \$25). A valid ID must be presented at the time of the records request.

Birth Certificate  
Diploma  
Immunization Forms  
Official Transcripts for former students  
Social Security Card

### School Hours

Supervision will be provided from 7:30 a.m. until 3:30 p.m. Any students remaining on campus after 3:30 p.m. **must be under direct supervision of a teacher or a coach.**

## **Attendance Regulations**

### **ATTENDANCE/TRUANCY POLICIES**

The Long County Board of Education adopts the following policies and procedures to reduce absences (SBOE Rule 160-5-1-.10). **Students are expected to attend school every day.**

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

### **Long County High School Attendance Protocol**

Students shall not exceed 9 absences per semester. Once a student accumulates 6 absences in a single semester, the parent will be required to have a conference with the school principal or the principal's designee. A student who accumulates more than 7 absences in a single semester will be referred to the District Attendance Officer. Students who accumulate 8 absences in a single semester will be referred to the Magistrate Judge. Students who exceed 9 absences in a single semester will need to be referred back to the Magistrate Judge and will need to meet with the School's attendance panel to discuss awarding/denial of credit.

### ***Absences and Excuses***

- Students are counted present at school if they are present at least half of the instructional day (11:30 a.m.). Students will be marked absent from every class they miss, even if counted present for the day.
- Attendance is checked every period. Students in grades 9-12 are allowed to accumulate no more than nine (9) absences (excused or unexcused) in any class during the school year.
- Students must provide written excuses within two (2) school days and must make up any missed work within two (2) days (for documented excused absences only). It is the responsibility of the student to request missed work. Any absence, excused or unexcused, remains on the student's record and counts toward the allowable absences.
- Students are counted absent but excused when they provide written excuses for
  1. personal illnesses and when attendance at school would endanger their health or the health of others
  2. a serious illness or death in the immediate family necessitates absence from school
  3. absences mandated by order of government agencies, including pre-induction physical

examinations for service in the armed forces, or by court order

4. students celebrating religious holidays
5. Conditions rendering attendance impossible or hazardous to their health or safety
6. If a student's parent or legal guardian is in military service in the armed forces of the United States or the National Guard, and that parent or legal guardian has been called to duty for or is on leave from overseas deployment to a combat zone or combat supporting posting, the student will be allowed up to 5 excused absences during the school year to visit with his or her parent or legal guardian prior to the parent's/guardian's deployment or during the parent's/guardians leave. It is requested that you submit the documentation prior to the absences occurring.
7. Local boards of education shall count students present when they are serving as pages of the Georgia General Assembly as set forth in O.C.G.A. § 20-2-692.

**High School:** Juniors and seniors are allowed two (2) days for the purpose of visiting colleges. These two days will be counted as a field trip provided that the College Visit Form is completed and approved PRIOR to the absence, and the student returns verification from the college to the guidance department within three (3) days upon returning.

#### **Procedure for Documenting Absence(s)**

Students who have been absent must bring a written excuse from a parent or a doctor's note stating the reason for the absence. The note must be brought to school within two (2) days following the absence. Notes written after two (2) days will not be accepted.

The written excuse must contain the following information:

1. Name of student
2. Date of note
3. Date of absence
4. Reason for absence
5. Parent signature or doctor's signature
6. Phone number of parent and/or doctor

**Students are responsible for keeping a documented copy (the admit slip) of the absence.** This documentation will be used in the event of an absence-related discrepancy.



**Truancy**

Truant-160-5-.10: Any child subject to compulsory attendance during the school year that has more than five days of unexcused absences. Students having five unexcused absences are in jeopardy of violating Compulsory Attendance.

**Enrollment & Driver's License**

The Certificate of Enrollment form will be required for students to obtain their Georgia driver's license.

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

**Attendance Incentives**

Perfect Attendance for each 9 weeks – student name is entered into a drawing for a prize.

**Attendance & Driver's License**

SB 100 makes significant changes to the Teenage and Adult Driver Responsibility Act (TAADRA) by eliminating the requirement for schools to submit noncompliance data for students with excessive unexcused absences and certain discipline infractions.

Schools have to certify that a student is enrolled in and not under expulsion from a public or private school to be eligible for a driver's license or learner's permit. Students may request a Certificate of Enrollment in the front office. Please allow at least 3 days for processing. The first two certificates requested are free. Additional Certificates of Enrollment cost \$5 each.

**Withdrawal**

A student wishing to withdraw from Long County High School and not transfer to another school must be 16 years of age and have parent permission. A student withdrawing and transferring to another system must obtain a withdrawal form from the front office. A parent/guardian signature will be required. All textbooks and library books must be returned and all fines paid before the counselor will release the withdrawal form.

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

Students wishing to withdraw from LCHS may enroll in Coastal Plains Education Charter High School. For additional information, visit [www.coastalplainscharter.org](http://www.coastalplainscharter.org).

### **Student Withdrawals (limitations)**

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

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

### **Parental Notification of Student Withdrawal**

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

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

### **Make-Up Work**

**Excused Absences:** Work missed during an excused absence must be made-up within two (2) school days after the student returns to school unless special arrangements are made with the subject teacher. On the first day he/she returns to school, the student must make

arrangements with each teacher for make-up work. In situations where the assignment was given to the student prior to the absence, make-up work can be required by the teacher on the first day the student returns to school. The two-day rule also does not apply to longstanding due dates on assignments such as **projects or term papers**. In these cases, the student would be expected to turn in the assignment on **his/her first day back to school**.

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

### **Hospital Homebound**

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

### **Credit Recovery**

Credit Recovery is a program designed for students to regain credit for failed courses. This credit towards graduation can be regained through completion of a comprehensive curriculum in Mathematics, English, Science, and Social Studies. Credit Recovery may not be NCAA approved.

### **Closing of School**

The one-call system will carry all announcements as early as possible about school closings due to inclement weather or other emergencies. When it becomes necessary to dismiss during the regular school day, announcements will also be made via the one-call system.

### **Clubs/Organizations**

Long County High School provides clubs and organizations in many different areas, which will be of interest to students and offer opportunity for involvement. Only those clubs and organizations recognized, sponsored by, or sanctioned by Long County High School will be able to meet, function, have activities, or be represented in any manner on the school campus or during any school activity before, during, or after school. If you object to your son/daughter participating in one of the following clubs, fill out the parental opt-out of club participation form on page 78 and return it to the child's first block teacher.

**Beta Club** – The Beta Club is a part of the state and national organization. Its foremost purpose is public recognition of students'

positive accomplishments, honors, and achievements. Membership in the Beta Club is based on honor and service for students in grades 9-12. Previous activities include after school tutoring, community service activities, etc. Sponsor: Christi Crews and Windy Stanford

**Family, Career and Community Leaders of America (FCCLA)** – FCCLA is a national organization of high school students who have taken or are presently taking Family and Consumer Sciences. The overall goal of the FCCLA is to help individuals' personal, family, and community living. Previous activities include attending the Fall Leadership Rally, Region Contests, State Conference, and community service activities, etc. Sponsors: Tiffanie Nobles and Renee Wiggins

**Future Business Leaders of America (FBLA)** – FBLA is the national organization composed of students interested in business and office education. It provides students the opportunity to bridge the gap between the classroom and the business world by giving them the opportunity to learn first-hand about the business community. Previous activities include attending the Fall Leadership Rally, Region Contests, State Conference, and community service activities, etc. Sponsors: Cory Brace and Melody Tompkins

**Future Farmers of America (FFA)** – FFA is a national organization composed of students enrolled in classes of Career/Technical Agriculture. The primary aim of the FFA is the development of agriculture and improvement of skills essential to leadership, cooperation with others, and good citizenship. Previous activities include attending the Leadership Conference, Area and Region Contests, State FFA Convention, and community service activities, etc. Sponsors: Amy Swindell and Helen Young

**Health Occupations Students of America (HOSA)** – HOSA's two-fold mission is to promote career opportunities in the health care industry and to enhance the delivery of quality health care to all people. Previous activities include attending the Fall Leadership Rally, Region Contests, State Conference, and community service activities, etc. Sponsors: Taylor Joyner and Laura Todd

**Student Council** – The student council is one of the most important organizations in any school and can be an invaluable asset to the total school community. Student council is a unique organization due to the open lines of communication between students and administrators, faculty, the board of education, parents, and community government. Previous activities include organizing basketball homecoming, community service activities, etc. Sponsor: Mary Durrence

### Daily Announcements

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

### Field Trip Policy

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

### Grading and Reporting

Report Cards will be issued once every nine (9) weeks (grades 9-12). They will reflect the grade at that time. Progress reports will be sent to parents in the middle of the nine-week period. The student's advisor will issue report cards and progress reports.

#### Semester Grades:

Semester Work – 80%

Semester Exam/EOC – 20%

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

A student must achieve a 70 average to pass each semester. The maximum grade a student can earn each grading period is 100. Educational progress will be evaluated and recorded as numerical grades.

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

**EXAMS WILL NOT BE GIVEN EARLY IN ANY SEMESTER!** Please review the school calendar before scheduling vacation or other trips. **Semester Exam Exemption Policy:** Students may exempt a semester exam in a course if they meet one of the following criteria for the course (EXCLUDES THE EOC):

1. Minimum grade of 70 in course and no absences.
2. Minimum grade of 80 and no more than three (3) absences.
3. Minimum grade of 90 and no more than five (5) absences.
4. **NO STUDENT MAY EXEMPT AN EOC.**
5. **STUDENTS WHO PASS THE EOC MAY EXEMPT THE SEMESTER EXAM PROVIDED THEY ARE PASSING THE COURSE FOR THE SEMESTER.**

#### **Halls and Corridors**

Halls and corridors are to be free of students during class time. Students need to keep moving in the hallways. No stopping to talk to classmates. Students should utilize the restrooms before the bell rings, between classes, during lunch, or after school. **No one is allowed in the gym during the lunch period or any other period except to attend class.**

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

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

#### **Homework Policy**

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

Homework serves to

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

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

Students are encouraged to record all homework in the student agenda. Parents should encourage the development of good study habits by checking their child's agenda every evening.

**Student's responsibilities:**

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

**Parent's responsibilities:**

1. Parents should demonstrate an interest in their children's homework and monitor their work habits.
2. Parents should ensure that students have a time and distraction-free place for homework.

3. Parents are urged to attend open house and parent conferences in order to become aware of how their child is doing in his or her courses.
4. Parents should periodically contact the teacher and/or advisor to voice any concerns and to find ways to help their child.
5. Obtain a parent portal login for PowerSchool from your student's counselor and check his/her grades frequently.

**Teacher's responsibilities:**

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

**Parent-Teacher Conferences**

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

**Blue Tide Learning Center**

Students are encouraged to use the learning center. It has an excellent selection of chrome books, magazines, and newspapers for students to use. The learning center will be available for students before and after school. The hours will be posted. **Students must have a learning center pass to enter during class time.** The learning center is open before and after school Monday – Friday from 7:40 a.m. until 3:30 p.m.

**Lost and Found**

The "Lost and Found" is located in either high school office. Any item that is found by a student, a teacher, or other school staff should be



turned in to the high school secretary. Its owner may claim an item that has been turned in to "Lost & Found" once he/she gives a complete description of the item. **CARE OF BOOKS IS AN INDIVIDUAL RESPONSIBILITY.** After 10 (ten) school days items not claimed will be donated to Goodwill or discarded.

### **Lunchroom Policy**

#### **ABOUT**

A nutritious breakfast and lunch are served daily. All meals served provide 1/3 of the daily nutrition requirements. All students are encouraged to participate in the breakfast program, which is at NO COST to all students. Students may pre-pay for lunch during breakfast and lunchtime. The full price for lunch is \$1.90, and the reduced price is \$0.40. The price for school lunch can be found on the Long County School System Website by clicking on the NUTRITION SERVICES tab, and then on the MENUS tab. We urge all parents to register with [www.k12paymentcenter.com](http://www.k12paymentcenter.com) once their application has been processed.

#### **A LA CARTE SALES**

A la carte sales are offered to students daily. If you don't want your child to purchase extra items on his/her account, please indicate this on the Cafeteria Information Form.

#### **MEAL MODIFICATION**

Students that are allergic to milk products or any other foods must complete a Long County Meal Modification Form each year by a physician and the form should be turned into the school nurse to remain on file in the nurse's office. Once the Meal Modification form is returned, the lunchroom manager will be notified of any specific allergies.

#### **FREE AND REDUCED MEAL PROGRAM:**

Applications for the free & reduced meal program will be sent home with your child at the beginning of each school year. Applications must be renewed each year. Only one application is required per family. You may apply for benefits at any time throughout the school year. The program is based on family size and income levels set by USDA. Students are required to pay full price for all meals until applications are processed and approved. All charging policies apply to students that are applying for free meals until the time of approval. Eligibility notification will be sent by mail to all households within 10 days of application. If you do not receive notification within 10 days of submitting your application, please call (912) 545- 7819.

All students who attended Long County School the previous year will have a 30 day rollover period of meal status. During this time, students should submit a new Free and Reduced Application for the new school year. New students will be charged a full price for meals until a Free and Reduced Meal Application has been received and processed. Applications may be obtained from the cafeteria manager or on the Long County School Nutrition Website by clicking on the NUTRITION SERVICES tab, then looking under the MENUS tab in the right hand corner.

**POLICY ON CHARGING MEALS:**

High School, Middle School and Elementary Students: All students in Long County School System are urged to complete their Lunch Application in order to qualify for free or reduced meals. Reduced and full pay students are urged to pay their meal costs on a weekly or monthly basis. However, the Long County School Nutrition Program ensures that all students will be served meals regardless of arrears.

Basic rules of conduct, table manners and selection of reimbursable meal that is expected of all people eating in the lunchroom are as follows:

1. Students will enter the lunchroom quietly and stay in one line (no cutting).
2. Students will remove eating utensils, food tray, and paper from the table and place them in the appropriate areas.
3. Students are responsible for cleaning up if they drop or spill food.
4. All lunches are either purchased at school or brought from home. No food from outside food establishments are allowed in the lunchroom.
5. Students must have three (3) of the four (4) food components on their tray for breakfast when exiting the serving line in order for the meal to be considered as a reimbursable meal. A student may take all four (4) components if they wish to.

Students must have three (3) of the five (5) food components on their tray for lunch and one of the components must be either a fruit or vegetable when exiting the serving line in order for the meal to be considered as a reimbursable meal. A student may take all five (5) components if they wish to.

### **Non-Discrimination Statement**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

### **Money and Valuables**

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

**lost or stolen items will not be conducted. Students are strongly encouraged not to bring anything to school they are afraid to lose.**

### **Parking Permits**

The operation and parking of a vehicle on the LCHS campus is a privilege granted by the school. Students should remember that they are directly responsible for every item in their vehicles. Vehicles are subject to search when reasonable suspicion exists. Random drug dog searches will be conducted. All students are expected to observe the traffic regulations. The school reserves the right to suspend and/or revoke the campus parking privileges of any student who violates parking rules and regulations or is not in good standing in the school. The speed limit must be adhered to at all times on all areas of the school campus. Local law enforcement conducts random searches of the parking lot. Canines are used on occasions.

All vehicles must be registered if they are parked on campus during the school day. The registrant of a motor vehicle is held responsible for the proper use, all contents, parking, and operation of his/her vehicle. Illegally parked vehicles may be towed at the owner's expense. All vehicles must have a visible parking permit while on school property. **Students must park in their assigned, numbered parking spaces. No parking permit is to be transferred, sold, loaned, or given to another student. Reproduction, sale, or use of "fake" or unauthorized parking permits will be treated as a major theft and punished accordingly.** Students with more than one vehicle must officially register all vehicles used. Parking permits are \$20.00 each and can be purchased through the office. To obtain a parking permit, students must present (1) proof of insurance and (2) a valid driver's license. Students have 30 days from the start of school to purchase a parking permit. First violation of not having a properly displayed parking permit will result in a warning indicated by a violation sticker. Second violation will result in a suspension of driving privileges on campus until a permit is purchased and displayed, and the third violation may result in the vehicle being ticketed or towed.

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

1. LCHS assumes no responsibility for any damage or loss to motor vehicles driven or parked on campus.
2. All persons (occupants of motor vehicles as well as operators) shall comply with any direction(s) given by authorized school personnel.

3. **The parking permit must be displayed with the decal number clearly visible on the rear view mirror. Vehicles that are parked without permits or in unauthorized areas are subject to ticketing or towing. LCHS assumes no responsibility for towed vehicles.**
4. Upon arrival at school, students are required to enter the school building. Students are not to sit in or go to their cars at any time during the school day. Students may not return to the parking lot after arriving without following the proper checkout procedures.
5. The students involved in accidents must report all accidents to the school resource officer immediately. Students should contact an administrator for assistance with this matter.
6. In issuing parking permits, seniors will be given first priority, followed by juniors, sophomores, and freshmen.
7. Students should not park in visitor or staff parking spaces. Students are not allowed to park in or enter the teacher's parking lot at any time.
8. A speed limit of ten (10) miles per hour must be observed on campus at all times.
9. First violation of parking rules will result in a warning indicated by a violation sticker. Second violation will result in revocation of the parking permit for a period of 10 days, and the third violation will result in a permanent loss of parking privileges.

#### **School Health Services Information Regarding Medication Administration**

A nurse is not always available to assist in the administration of medication. The student may be assisted by an adult designated by the principal. Prescription and non-prescription medication will be given to students by school personnel only when the following guidelines are observed.

1. Prescription medications must be brought to the school in the original prescription container labeled with the student's name, date prescribed, instruction for administering, name of drug, name of issuing health care provider, expiration date, and route medication is to be given. A "Medication Permission Form" must be completed on all medications. A student must have taken at least one dose of the medication prior to school health personnel administering any medication.

2. It is the responsibility of the parent/guardian to deliver all medications (prescription or non-prescription) to the nurse's office or other designated school personnel. Medications must not be sent with a student to school. The only exceptions are for prescription inhalers, epinephrine auto injectors, insulin, and diabetic supplies.
3. It is the responsibility of the parent/guardian to notify the school of changes in the medication, dosage, and/or time of administration. A new "Medication Permission Form" must be completed indicating changes.
4. Non-prescription medications (over-the-counter medications) must be brought to the school in the unopened original container. A "Short Term/Over the Counter Medication Permission Form" must be completed. Cough drops are allowed at school.
5. Medications (including over the counter medications) administered for more than 10 school days are not considered to be of short term duration. A "Medication Permission Form" must be completed on all medications that will be given more than 10 school days.
6. It is the responsibility of the parent/guardian to keep the school supplied with adequate amounts of medication for their child.
7. Unused or discontinued medications must be picked up by the parent or guardian from the nurse's office prior to the end of the school year. All medications remaining will be disposed of by the school.

#### **ILLNESS OR INJURY**

Students with a contagious illness should stay home. If your student has a communicable disease, please call the nurse at your child's school to inform them.

Students should be fever free (temp below 100.4) without the use of fever reducing medications for 24 hours before returning to school.

Students may not return to school for 24 hours after vomiting or diarrhea has stopped.

A student with chickenpox may return to school when all lesions have scabbed (usually 5-7 days).

A student with head lice should remain at home and have the hair treated. Please do not send a child to school with lice. Please notify the nurse.

Eyes with drainage, itching, pain, redness of the whites of the eyes, sensitivity to light, or redness of the eye lid should be seen by a health care provider to rule out pink eye (conjunctivitis). If a student has pink eye, he or she may return to school after being on prescribed medication for 24 hours.

In the event of a major accident or serious illness, the school will contact the parent/guardian as listed in our records. The Emergency Medical Services (EMS) protocol will be activated in the event of a medical emergency. The EMS will determine if transport to the local hospital is necessary.

Please keep your phone numbers and emergency contact numbers current with the front office at our school to assist in communication in case your child should need you.

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

### **School Jurisdiction**

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

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

### **School Social Functions**

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

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

**If a student remains on campus for more than 30 minutes after the conclusion of an extra-curricular event, local law enforcement may be called. If this behavior is repetitive, the student may lose the right to attend any extra-curricular events for the rest of the school year.**

### **Signing Out of School**

1. The Long County School System provides wholesome, nutritious meals to all students; therefore, students are encouraged to eat in the lunchroom.
2. **Parents may check their child out of school by coming to the school and requesting their son/daughter be checked out and personally signing the student out of school.** Only the parent/guardian or legally assigned person may sign a student out of school. A picture ID will be required to check out a student.
3. Any student who leaves school without properly signing out will face disciplinary action.
4. Every student who will be checking out during the school day must bring a note with a parent's signature and a phone number where the parent can be reached. **The secretary calling the parent must verify this note. If the note is not verified, the student may not check out. Parent notes should be turned in to the office by 7:50 a.m. each day.**



5. **All reasons for leaving school, including checking out, must meet one of the seven legal reasons (pages 7-8) for being absent from school. Any other reason will result in the student receiving an unexcused absence.**
6. Students who check out are to leave campus immediately. They are not to check out until their transportation is available. Students may not ride with other students unless permission is given by the parents of both the driver and the rider.

#### **Telephone Use**

Office telephones are to be used only with the permission of office personnel and only for direct school-related situations. Students are not allowed to use the phones for social calls. Students will not be permitted to leave class to use the phone. Students who have to use the phone must do so during the **lunch period only. No tardy notes will be issued to students who are late for class due to using the phone.** Because the office phones are constantly in use, parents are asked not to call with messages unless there is an emergency at home. Messages will not be delivered to students until 2:30 p.m.

#### **Messages**

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

#### **Visitation**

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

#### **Child Abuse Reporting**

All employees of the Long County Board of Education, including all teachers, administrators, guidance counselors and visiting teachers, as well as social workers and school psychologists employed by the Long County Board of Education, who have reason or cause to believe a child

is being or has been abused shall report immediately but in no case later than 24 hours from the time there is reasonable cause to believe a child has been abused, in accordance with Georgia law and protocol for handling child abuse cases for Long County, Georgia.

### **Textbooks**

All textbooks will be distributed by the subject teacher. A record of the assignment of each textbook will be kept by the teacher. Students are responsible for protecting textbooks from loss, theft, and damage once a book has been issued to them. Students will be charged the replacement price for lost textbooks. An accounting for all missing textbooks will be made at the end of each school year. Textbooks may not be issued to students who owe for lost or damaged books until payment has been made.

#### **Fees for Damaged Textbooks:**

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

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

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

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

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

Due to the complex nature of accessible networks and the magnitude of potential information available to students accessing the Internet, the Long County Board of Education believes comprehensive guidelines

regarding appropriate use are warranted in order to better serve the educational and instructional needs of students.

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

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

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

The Long County School System specifically denies any responsibility for the accuracy or quality of information or software obtained through its services.

In order for a student to gain access to the Internet through the Long County School System, the student and the student's parent/guardian must sign a Student Internet Access Agreement. Likewise, in order for a staff member to gain access to the Internet and utilize electronic mail, the staff member must sign an Employee Internet Access Agreement. The Long County Board of Education makes no warranties of any kind, either express or implied, for the computing resources it provides. The Long County Board of Education, individual schools, or administrators in the Long County School System will not be responsible for any damages suffered while using the services, including but not limited to, loss of data, delays, nondeliveries, misdeliveries, service interruptions or exposure to offensive or threatening material. Computer users are encouraged to maintain back-up files of all information that is not easily replaced.

**Long County School System  
Student and Employee Acceptable Use Regulations**

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

**Terms and Conditions**

**I. Acceptable Use**

Access to the educational technology and the Internet is provided for educational purposes consistent with the school system's educational mission and goals.

Parents shall be required to sign the Acceptable Use Agreement form allowing their student(s) to access the Internet. All students shall also be required to sign said form affirming that they have read and understand the administrative procedures on student acceptable use and

understand the consequences for the violation of said administrative procedure.

## **II. Privileges**

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

## **III. Unacceptable Use**

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

A. Accessing materials or communications that are:

1. Damaging to another's reputation,
2. Abusive,
3. Obscene,
4. Sexually oriented,
5. Threatening,
6. Contrary to the school's policy on harassment,
7. Harassing,
8. Illegal;

B. Sending or posting materials or communications that is:

1. Damaging to another's reputation,
2. Abusive,
3. Obscene,
4. Sexually oriented,
5. Threatening,
6. Contrary to the school's policy on harassment
7. Harassing,
8. Illegal;

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

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

- P. Forging of electronic mail messages;
- Q. Creation and sending of harassing electronic mail messages;
- R. Attempting to read, delete, copy or modify the electronic mail of other system users and deliberately interfering with the ability of other system users to send/receive electronic mail;
- S. Using the network while access privileges are suspended or revoked;
- T. Using the network and access to the Internet in a fashion inconsistent with directions from supervisors/teachers/administrators. Internet access is to be utilized for instructional purposes ONLY; and
- U. Using the network and access to the Internet in a fashion inconsistent with generally accepted network etiquette.

#### **IV. Staff Supervision**

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

#### **V. Compensation**

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

## **VI. Security**

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

## **VII. Vandalism**

Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy the school unit's equipment or materials, the data of another user, the system Internet access, or the network. This includes but is not limited to the uploading or creation of computer viruses. No software of any kind may be brought from home for use in any school computer.

## **VIII. Harassment**

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



## **IX. Network Etiquette**

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

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

## **X. Penalties for Misuse**

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

**Consequences:**

- 1<sup>st</sup> Offense: Two (2) days ISS
- 2<sup>nd</sup> Offense: Three (3) days ISS
- 3<sup>rd</sup> Offense: Five (5) days ISS

**Student Code of Conduct**

**Behavior**

**Philosophy of Classroom Behavior**

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

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

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

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

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

Long County Schools encourage parents and guardians to inform their children of the consequences, including potential criminal penalties, of underage sexual conduct and crimes for which a minor can be tried as an adult.

### **Philosophy of Discipline**

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

### **Positive Behavioral Interventions and Supports (PBIS)**

PBIS schools apply a multi-tiered approach to prevention, using disciplinary data and principles of behavior analysis to develop school-wide, targeted and individualized interventions and supports to improve school climate for all students.

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

1<sup>st</sup> Offense: Warning/Student Conference

2<sup>nd</sup> Offense: Teacher-Assigned Consequence

3<sup>rd</sup> Offense: Teacher-Assigned Consequence/Parent Contact

Subsequent Offenses: Office Referral

### **Administrative Discretion**

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

Penalty for not abiding by the Student Code of Conduct is at the discretion of the school administration and may include, but is not limited to, full restitution, in-school suspension, out-of-school suspension, or a Student Disciplinary Panel hearing. Depending upon the severity of the offense, local law enforcement may be contacted. Prosecution will be at the discretion of the administration.

#### **In-School Suspension (ISS)**

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

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

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

**OSS students will not be allowed to attend any school activities during the course of the suspension (on or off campus or**

**extracurricular—such as Prom, Homecoming, sporting events, graduation, field trips, etc.).**

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

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

### **Student Transition and Recovery (S.T.A.R.)**

S.T.A.R. combines the structure of a military style drill and exercise program with the focus on academic performance. It is a community based approach involving parents, schools, juvenile courts, and Family Connections. The S.T.A.R. Program targets early adolescents with chronic behavior problems in order to reduce school suspensions and expulsions, improve school attendance, and reduce school referrals.

If a parent removes his or her child from S.T.A.R. that student will not be eligible for S.T.A.R. in the future. If a student withdraws from the S.T.A.R. Program prior to prevent, then the original punishment before signing up for S.T.A.R. will be reinstated.

Consequences for S.T.A.R. Noncompliance:

1st Noncompliance: Two (2) days ISS

2nd Noncompliance: Five (5) days ISS

3rd Noncompliance: OSS until STAR compliance is made

### **Discipline Tribunal**

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

### **Alternative School**

The Long County Alternative School exists to give students a chance to become academically and socially successful. Alternative school students may not attend any extra-curricular activity, function, or event.

Goals of the Long County Alternative School:

1. Increase students' self-confidence and self-esteem.
2. Improve individual student behavior, achievement, and attendance.
3. Increase commitment to school and learning by providing opportunities for students to experience success.
4. Provide for a successful transition from the alternative education setting to a regular school program or secondary program.

Contract for Students Returning from Long County Alternative School to Long County High School:

Normal Disciplinary Problems:

1 <sup>st</sup> Discipline Referral	3 days ISS
2 <sup>nd</sup> Discipline Referral	5 days ISS and letter to parents
3 <sup>rd</sup> Discipline Referral	3 Days OSS and letter to parents
4 <sup>th</sup> Discipline Referral	10 Days OSS until a tribunal can be held and a tribunal request letter will be sent to the superintendent and the parents

Behavior that is beyond normal discipline problems (fighting, cutting class, tobacco, weapons, drugs, etc.) will result in a tribunal request letter to parents/superintendent for recommendation back into Long County Alternative School.

**Signatures from both parents and students on the contract are required before the student will be admitted back into Long County High School.**

**Discipline Code of Conduct**  
This code applies to ALL school activities.

Long County High School follows all policies set forth by the state and local boards of education. Policies are subject to change at the discretion of school administration, but must be followed.

**Rule1. Assault on School Employee** **Zero Tolerance**

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

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

Verbal Offense:

1<sup>st</sup> Offense: Three (3) days OSS and parent conference

2<sup>nd</sup> Offense: Five (5) days OSS and parent conference

3<sup>rd</sup> Offense: Ten (10) days OSS and referral to a discipline tribunal

Physical Offense:

1<sup>st</sup> Offense: Ten (10) days OSS and referral to a discipline tribunal

**Rule 2. Bullying/Cyber-Bullying**

**NO BULLYING will be permitted on campus.** "Bullying" is defined as:

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

- Has the effect of substantially interfering with a student's education;
- Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- Has the effect of substantially disrupting the orderly operation of the school.

This law and the policy require schools to investigate reports of bullying. 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 his/her designee is required to notify the parent or legal guardian of the student. **(O.C.G.A. 20-2-751.4)**

- 1st Offense: Suspend until parent conference and Three (3) Days ISS
- 2nd Offense: Three (3) Days OSS or Sixty (60) days STAR Tracking and One (1) day Prevent
- 3<sup>rd</sup> Offense: Ten (10) days OSS and referral to a discipline tribunal

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

**Rule 3. Cellular Phones/Electronic Devices**

Cell phones and electronic devices may NOT be visible, heard, or used during the instructional day unless approved by administration for instructional purposes. (Instructional time in the Long County Schools is defined as from the time a student enters the campus until the school day ends). **However, students may use their cell phone/electronic device in the lunch room, commons area, and in the hallways before school, during lunch, and between classes.** Refusing to adhere to this policy will result in the following penalties:

- 1st Offense: Cell phone/electronic device confiscated, and turned in to front office. It will be returned to the student the same day the cell phone was taken.
- 2<sup>nd</sup> Offense: One (1) day ISS, cell phone/electronic device confiscated, and student may pick the device up the same day the phone was taken.
- All subsequent offenses: Three (3) days ISS, cell phone/electronic device confiscated, and turned in to front



office. It will be returned to the student the same day the cell phone was taken.

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

Ten (10) days OSS

Confiscated cell phones/electronic devices and their content may be used in school investigations. Students are responsible for all material on cell phones/electronic devices (images, pictures, video, text messages, audio messages, etc.). Students may receive disciplinary action for possession of inappropriate content on cell phones or other electronic devices.

\*\*All cell phones/electronic devices left after the last day of teacher post-planning will be discarded or donated to charity.

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

#### **Rule 4. Cheating**

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

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

1<sup>st</sup> Offense: Student Warning and parent notification by teacher  
2<sup>nd</sup> Offense: Two (2) days ISS and parent notification by teacher  
3<sup>rd</sup> Offense: OSS until Parent conference

**Rule 5. Damage or Destruction of Private/School Property (Vandalism) Zero Tolerance**

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

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

Action to be taken:

- 1<sup>st</sup> Offense: Three (3) days OSS and full restitution
- 2<sup>nd</sup> Offense: Five (5) days OSS and full restitution
- 3<sup>rd</sup> Offense: Ten (10) days OSS and referral to a discipline tribunal

**Rule 6. Disregard of Directions or Commands**  
**Zero Tolerance**

A student shall comply with reasonable directions or commands of teachers, student teachers, substitute teachers, teacher aides, principals, school bus drivers, or other authorized school personnel:

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

Action to be taken:

- 1<sup>st</sup> Offense: Student – Administration Conference and ISS for the remainder of block
- 2<sup>nd</sup> Offense: One (1) day ISS
- 3<sup>rd</sup> Offense: Three (3) days ISS
- 4<sup>th</sup> Offense: Five (5) days ISS

**Rule 7. Disruption and Interference with School** **Zero Tolerance**

No student shall:

- (a) Occupy any school building, gymnasium, school grounds, properties or part thereof with intent to deprive others of its use, or where the effect thereof is to deprive others of its use;
- (b) Block the entrance or exit of any school building or property or corridor or room thereof so as to deprive or attempting to deprive others of access thereto;
- (c) Set fire to, attempt to set fire to, or otherwise damage any school building or property;
- (d) Discharge, display, possess or use any firearms, mace, explosives, tear gas or other weapons on school premises;
- (e) Prevent or attempt to prevent the convening or continued functioning of any school, class, activity or lawful meeting or assembly on the school campus, including but not limited to pulling fire alarms;
- (f) Prevent or attempt to prevent students from attending a class, school activity or event;
- (g) Except under the direct instruction of the principal, block or attempt to block normal pedestrian or vehicular traffic on a school campus or adjacent ground;
- (h) Continuously or intentionally make noise or act in any other manner so as to interfere with the teacher's ability to conduct his/her class;
- (i) In any manner, by the use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, insult, or other conduct, intentionally cause the disruption of any lawful mission, process or function;
- (j) Refuse to identify himself/herself upon request of any teacher, principal, superintendent, school bus driver, or other school personnel;
- (k) Urge, encourage or counsel other students to violate any rules of the Student Conduct Behavior Code;
- (l) Be on campus or enter the premises of a school without proper authorization of the superintendent, principal, or other school personnel.
- (m) Text or post inappropriate/threatening messages that interfere with the normal function of the school day in any way.

Penalty is at the discretion of the school administration and may include, but is not limited to, full restitution, in-school suspension, out-of-school suspension, or a Student Disciplinary Panel hearing. Depending upon

the severity of the offense, local law enforcement may be contacted. Prosecution will be at the discretion of the administration.

#### **Rule 8. Dress Code**

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

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

1. Shorts, skirts, and dresses must be no shorter than four inches above the knee, as measured from the top of the knee cap to the shortest point on the garment. Skirts and dresses under sheer/ see-through overlays must also be no shorter than four inches above the knee, as measured from the top of the knee cap to the shortest point on the garment
2. Any holes above fingertip length must be covered with a clothing garment so **NO** skin shows.
3. No hats or hoods are allowed to be worn in the building at any time.
4. No halter-tops, tube tops, crop tops, or off the shoulder tops may be worn. Girls may wear micro-sleeve tops and sleeveless dresses that measure at least three fingers in width. **Girls may not wear clothing that shows cleavage. No undergarments may be worn as outerwear.**
5. **All shirts must be long enough to cover the waistband and back while sitting and standing.** No skin may be shown between the bottom hem of the shirt and the belt line. Shirts will be buttoned to the second button from the top.
6. Pants will not be worn below the waist even while sitting. **Students will only receive one warning for saggy pants.** Pants legs must be worn at their full length.
7. Pajama pants/lounging pants are not allowed.
8. Shoes must be worn at all times. **No bedroom shoes are allowed at school.** It is highly recommended that students wear hard-sole shoes for safety purposes.

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

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

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

**Consequences for breaking the dress code:**

- |                          |  |
|--------------------------|--|
| 1 <sup>st</sup> Offense: | Warning and sent to ISS if not corrected |
| 2 <sup>nd</sup> Offense: | One (1) day ISS                          |
| 3 <sup>rd</sup> Offense: | Two (2) days ISS, parent conference      |

Note: Administration has the discretion to set specific dress code for activities and events on a case by case basis.

**Rule 9. Drugs and Alcohol**

**Zero Tolerance**

A student shall not possess, sell, use, transmit, solicit, or be under the influence of any narcotic drug, depressant or stimulant drug including without limitation caffeine pills, hallucinogenic drugs, anabolic steroids, amphetamines, barbiturates, marijuana, inhalants, alcoholic beverages, or intoxicants of any kind. A student shall not possess, sell, or transmit or attempt to sell or transmit any substance under the pretense that it is, in fact, a prohibited substance as described in this rule. The misuse of a prescription drug or nonprescription drug shall be considered a violation of this rule. Students are not allowed to have any drugs or medicine (prescribed or not) in their possession.

Action to be taken:

- a) **Sale or distribution**, or attempt to sell, transmit, possess, use, solicit, be under the influence and all felony offenses: Mandatory referral to a Student Disciplinary Panel, which may result in long-term suspension or expulsion. Report to School Resource Officer (SRO).
- b) A student shall not possess, sell, use, transmit, solicit **any drug-related paraphernalia**, which includes, but is not limited to, pipes, water pipes, clips, rolling papers, or any other items directly related to drug use. Penalty is at the discretion of the administration and can range from parent notification to a Student Disciplinary Panel, which may result in long-term suspension or expulsion. Report to School Resource Officer (SRO).
- c) Legal over-the-counter drugs once found will be turned in to the nurse with a written warning.

Penalty may be at the discretion of the school administration and may include, but is not limited to, full restitution, in-school suspension, out-of-school suspension, or a Student Disciplinary Panel hearing. Depending

upon the severity of the offense, local law enforcement may be contacted.

### **Drug Search Policy**

Long County High School is an open campus, so lock-downs will be conducted randomly to protect staff, students, and property. School administrators need only reasonable suspicion in order to conduct a search at Long County High School. Random or blanket searches will be conducted at undisclosed times, not based on individual student suspicion, but as a preventative measure to ensure a safe environment for all of the students at Long County High School. Areas subject to searches include Long County High School campus, student parking lot, Sports Complex, and any facility owned and maintained by the Long County School System. Random searches will be conducted with the aid of metal detectors and drug dogs.

### **Rule 10. False Accusation [O.C.G.A. 20-2-751.5 (a)]**

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

Action to be taken:

1<sup>st</sup> Offense: Ten (10) days OSS and referral to a discipline tribunal

### **Rule 11. Fighting**

### **Zero Tolerance**

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

**Fighting will not be tolerated.** Anyone involved in fighting, striking another, exhibiting physical aggression, enticing another to fight by yelling, gesture or show of support, or similar disturbance may be removed from the situation by the SRO/local law enforcement and transported to the Long County Sheriff's Office for parent pick-up.

Action to be taken:

1 <sup>st</sup> Offense:	Five (5) days OSS and letter to Parents OR 90 days Star Tracking and 1 day prevent
2 <sup>nd</sup> Offense:	Ten (10) days OSS and referral to a discipline tribunal

Depending upon the severity of the offense, fighting may bring an immediate ten-day school suspension with referral to the discipline tribunal. Students involved in pre-meditated fights may also be assigned an immediate 10-day suspension with a referral to the discipline tribunal.

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

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

**Use of Electronic Devices to Take Pictures or Record Altercations:**

1 <sup>st</sup> Offense:	Three (3) days ISS and parent notification
2 <sup>nd</sup> Offense:	Three (3) days OSS and parent conference
3 <sup>rd</sup> Offense:	Ten (10) days OSS and referral to a discipline tribunal

The following situations related to using electronic devices to take pictures or record altercations are not allowed and are subject to disciplinary action as listed above:

- Using an electronic device to take pictures or record a fight
- Distributing pictures or recording of a fight



- Having an electronic device out with the appearance of recording
- Posting the altercation on social media

**Verbal Altercations:**

1 <sup>st</sup> Offense:	Three (3) days ISS and letter to parents
2 <sup>nd</sup> Offense:	Three (3) days OSS and letter to parents OR 60 days Star Tracking and 1 day prevent
3 <sup>rd</sup> Offense:	Five (5) days OSS with Parent Conference upon return OR 90 days Star Tracking and 1 day prevent

**A student may face disciplinary action on the day of the fight / verbal altercation or anytime thereafter for recoding and/or distributing pictures or videos of a fight / verbal altercation.**

**Rule 12. Gambling**

The act of gambling is not allowed on school property or at school functions. Consequences for gambling or carrying gambling equipment will be as follows:

- 1<sup>st</sup> Offense: Three (3) days OSS
- 2<sup>nd</sup> Offense: Ten (10) days OSS and referral to a discipline tribunal

**Rule 13. Gang Activity**

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

- 1<sup>st</sup> Offense: Five (5) days OSS with Parent Conference upon return OR 90

days Star Tracking and 1 day prevent

2<sup>nd</sup> Offense: Ten (10) days OSS and referral to discipline tribunal

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

#### **Rule 14. IDs and Agendas**

ID badges should be available upon request when asked by school personnel. They **WILL NOT** be defaced in any way. Every student will receive the first ID free of charge but will have to purchase from the media center (on their time before or after school, or at lunch) a replacement ID if the original is damaged, defaced, or lost. The cost is \$10.00.

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

Each student will be issued a student agenda with pages to be used as a hall pass. Each time a student is given permission to leave class during a period; the reason will be noted in the agenda. The time will also be noted upon the student's return to class. Should a student lose the agenda, a fee of \$10.00 will be charged for its replacement.

**Students MAY NOT leave class without the agenda to use as their hall pass.** When the hall pass page is filled, the student will no longer be allowed to leave any class during the remainder of the semester. (Teachers may limit the number of hall/bathroom passes used per semester for each class.) Students must have their agendas with them during school hours. All students are held responsible for knowing and abiding by the regulations in the student handbook, which has been approved by the Long County Board of Education.

Consequences for not producing an ID when prompted:

1<sup>st</sup> Offense: Warning

2<sup>nd</sup> Offense: Two (2) days lunch detention in ISS

3<sup>rd</sup> Offense: One (1) day ISS and parent notification

Subsequent Offenses: Additional ISS days with parent conference

**Rule 15. Indecency-Sexual Harassment**

**Zero Tolerance**

A student shall not perform any act of sexual intercourse, exposure of sexual organs or lewd caress or indecent fondling of the body of another person: sexual harassment of a physical or verbal nature, any lewd caress, or indecent fondling/touching of the student's own body or body of another person. Any student that desires to report sexual harassment grievances should report to the school administrator verbally and in writing or the appropriate coordinator designated in policy GAAA, or the school counselor, who will implement the board's discriminatory complaints procedures as specified in policy. (See Long County Board of Education Policy GAEB **O.C.G.A 20-2-735 (E)**– Harassment)

1<sup>st</sup> Offense: Ten (10) days OSS and referral to a discipline tribunal

**Rule 16. Insubordination**

**Zero Tolerance**

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

Action to be taken:

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

**Rule 17. Other Conduct Which is Subversive to Good Order**

**Zero Tolerance**

A student shall not perform any other act, which is subversive to good order and discipline in the school. This includes, but is not limited to, violation of local school rules, violation of state and federal law, providing false information to school personnel, possession or use of

paging devices (beepers), agitations that are ethnically or racially inflammatory, loitering or trespassing, or community misconduct that would be so serious as to pose a threat to the school community.

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

**Rule 18. (PDA)/Relationships**

Students should show respect for themselves as well as for their fellow students. Students are expected to exhibit good moral behavior at all times. Public displays of affection (PDA) will not be permitted at school or school functions. Punishments will range from counseling for a minor offense to ISS or OSS.

1 <sup>st</sup> Offense:	Warning
2 <sup>nd</sup> Offense:	One (1) day ISS
3 <sup>rd</sup> Offense:	Two (2) days ISS
4 <sup>th</sup> Offense:	OSS until parent conference

**Rule 19. Physical or Verbal Abuse, Assault or Battery by a student on another student or to any other person not employed by the school Zero Tolerance**

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

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

1<sup>st</sup> Offense: Ten (10) days OSS and referral to a discipline tribunal

## 20. Profanity

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

- 1<sup>st</sup> Offense: Three (3) days OSS and parent notification
- 2<sup>nd</sup> Offense: Five (5) days OSS and parent notification
- 3<sup>rd</sup> Offense: Ten (10) days OSS and referral to a discipline tribunal

Vulgarity in a non-threatening manner on campus not directed at a teacher will receive the following consequences:

- 1<sup>st</sup> Offense One (1) days ISS and parent notification
- 2<sup>nd</sup> Offense: Three (3) days ISS and parent notification
- 3<sup>rd</sup> Offense: One (1) day OSS and parent notification
- 4<sup>th</sup> Offense: Three (3) days OSS and parent notification
- 5<sup>th</sup> Offense: Ten (10) days OSS and referral to discipline tribunal

## Rule 21. Repeated Violations/Misbehavior Zero Tolerance

Students who chronically disrupt or repeatedly violate other school rules may be charged with repeated violations of school rules or misbehavior. This rule applies after remediation has been utilized. The student and parent must be notified in advance that further rule violations will lead to Rule 21 charge pending a Student Disciplinary Panel hearing which may result in long-term suspension or expulsion. **This may occur after a student has received multiple referrals.**

Action to be taken:

Ten (10) days OSS and referral to a discipline tribunal

## Rule 22. School Bus Safety Guidelines

1. Students will follow directions of the driver at all times.
2. Students will safely wait for, board, and exit the bus only at their assigned bus stops.
3. Students will look for traffic and wait for driver's signal to cross the road in front of bus.
4. Students will remain properly seated at all times.

5. Students will keep hands, head, arms, and legs away from windows and confined to their own seat area.
6. Students will talk quietly. Loud voices, profanity, and electronic devices are not allowed.
7. Students will not eat, drink, and chew gum or bring/use tobacco products on the bus.
8. Students will not bring animals, glass objects, balloons, or items too large to hold.
9. Students will help keep their bus clean and in good, safe condition.
10. Weapons of any sort (guns, knives, sharp objects, mace, etc.) are not allowed on the bus.
11. No loitering after school. All students must report directly to the bus.
12. Any emergency request to ride a bus or a different bus must be requested in writing by the parent and turned into the front office before lunch. Students will be allowed to get off the bus only at school and at home. Additional locations for students to get off the bus must be requested in writing by the parents.
13. Students who are suspended off the bus and get back on the bus in the morning will have additional consequences.
14. Students cannot exit the bus until they reach their assigned bus stop.
15. The spraying or use of any fragrance on LCHS campus or busses is prohibited.

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

Action to be taken:

1<sup>st</sup> Offense:                      Student-Administration Conference & Notify Parents

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

**Severe misbehavior will be dealt with on an individual basis and may result in immediate referral to the administration for school disciplinary consequences and/or permanent denial of bus privileges.**

**Rule 23. Search and Seizure**

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

**Rule 24. Selling Merchandise and Posting Signs**

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

- 1<sup>st</sup> Offense: Three (3) days ISS
- 2<sup>nd</sup> Offense: OSS until parent conference
- 3<sup>rd</sup> Offense: Three (3) days OSS or 60 days STAR tracking and One (1) day of prevent

**Rule 25. Skipping/Cutting Class**

**Zero Tolerance**

Any student who is more than five (5) minutes late to class without a pass from an administrator or counselor will be considered cutting class. Any student who is not in his/her assigned class at the assigned time will be considered skipping/cutting class. **The teacher will notify the office immediately if any student leaves class without permission.**

Action to be taken:

1<sup>st</sup> Offense: Three (3) days ISS and parent conference

**Skipping School**

**Zero Tolerance**

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

1<sup>st</sup> Offense: OSS until parent conference and Three (3) days ISS

**All Skipping:**

2<sup>nd</sup> Offense: Three (3) days OSS or 60 days STAR tracking and One (1) day prevent

3<sup>rd</sup> Offense: Five (5) days OSS or Full STAR Program

4<sup>th</sup> Offense: Ten (10) days OSS, letter to parents, and referral to discipline tribunal



## Rule 26. Student Behavior Rules

1. At all times, students must conduct themselves in a manner that respects the rights of other students and staff. These codes of conduct include:
  - the right to a safe, non-threatening environment,
  - the right to courtesy at all times,
  - the right to protection of private property,
  - the right to a clean school environment,
  - the right to hear only acceptable language.
2. Students are required to attend all classes.
3. Students are expected to arrive to each class on time with adequate supplies needed for that class.
4. Students arriving 20 minutes or more late for school in the morning must sign in at the main office. Before this time, students need to go to the office to get a tardy. Students leaving during the day must sign out at the office also.
5. Students are only permitted in the following areas before school or during lunch:
  - lunchroom,
  - commons area
  - No student is allowed in the gym before school or during lunch.
6. Students who misbehave in assemblies will be sent to ISS.
7. **Students are only allowed to eat and drink in the commons area and cafeteria.**
8. Sleeping will not be permitted in class.
9. Running will not be permitted in the hallways.

Action to be taken:

1 <sup>st</sup> Offense:	Written Warning
2 <sup>nd</sup> Offense:	Two (2) days ISS
3 <sup>rd</sup> Offense:	Three (3) days ISS and Parent Conference
4 <sup>th</sup> Offense:	Three (3) days OSS

## Rule 27. Tardies to Class

All students must be in their assigned areas on time. Failure to comply with the tardy bell is a serious violation of school policies. Tardiness is

defined as failure to be in the room when the bell begins to ring. **Any student who misses more than 15 minutes of class will be counted absent.** Excessive tardiness may result in parent conference and suspension. Students are only allowed five (5) tardies per nine weeks without consequence.

- The sixth offense results in one (1) day ISS.
- Each subsequent tardy will result in (1) day ISS.
- Parent Conference required upon tenth (10) tardy.

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

#### **Rule 28. Terroristic Threats**

#### **Zero Tolerance**

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

Student may be placed on school-sponsored leave until an investigation is complete.

Action to be taken:

1<sup>st</sup> Offense: Ten (10) days OSS and referral to a discipline tribunal

#### **Rule 29. Theft**

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

Action to be taken:

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

**Rule 30. Tobacco**

**Zero Tolerance**

**Tobacco and tobacco products, including e-cigarettes, vapes, and vape paraphernalia are not allowed.**

Action to be taken:

- 1<sup>st</sup> Offense: Five (5) days ISS and parent conference required
- 2<sup>nd</sup> Offense: Three (3) days OSS or 60 days STAR Tracking and One (1) day prevent and parent conference required
- 3<sup>rd</sup> Offense: Five (5) days OSS or 90 days STAR Tracking and One (1) day prevent and parent conference required
- 4<sup>th</sup> Offense: Ten (10) days OSS pending discipline tribunal

This includes all school sponsored events.

**Rule 31. Vape / Vaping**

**Zero Tolerance**

**Vaping and vaping products, including e-cigarettes, vaping oils, refill cartridges, vape chargers, and other vape paraphernalia are not allowed.**

Action to be taken:

- 1<sup>st</sup> Offense: Three (3) days OSS and parent notification
- 2<sup>nd</sup> Offense: Five (5) days OSS and parent conference required
- 3<sup>rd</sup> Offense: Ten (10) days OSS pending discipline tribunal

Vape machines will not be returned to students; it will be turned over to the SRO.

This includes all school sponsored events.

**Rule 32. Weapons, Dangerous Instruments and Explosive/Implosive Devices.**

**Zero Tolerance**

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

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

Action to be taken:

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

### **Unsafe School Choice Option (USCO)**

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

## **Academic Information**

### **Transcripts**

A student may obtain a transcript from the counselor's office. Only unofficial transcripts are issued to students and parents. Official transcripts are sent directly to schools and employers upon written request. Students will receive a total of five (5) copies of their transcript free of charge. Each additional copy will cost \$5.

### **Schedule Changes**

No student may drop a course or change a schedule except for the following reasons:

1. Student is a senior and not scheduled in a course needed for graduation.
2. Student has already earned a credit in a course in which he/she is currently scheduled.
3. Student does not have the prerequisite(s) for a class on his/her schedule.
4. Student has previously failed this course with the same teacher.
5. Student needs a specific course to complete any pathway (CTAE, Fine Arts, or Advanced Academics).
6. Student does not have a full schedule.
7. Data entry error (no lunch, two classes listed twice, missing an academic class, free periods).

8. Student needs remedial coursework based on prior coursework, test scores, and/or teacher recommendations.
9. A class is listed that the student did not request (including alternates).
10. Student is a junior or senior who needs credit recovery for a previously failed course and meets credit recovery guidelines (freshmen and sophomores may be considered depending on seat availability).

Except in cases of extreme need, students may not request a schedule a change after the fifth day of the semester. A parent signature may be required for some schedule changes.

## **Graduation Requirements**

To be eligible for participation in graduation ceremonies, students must have completed all requirements for a diploma.

Long County High School does not allow students to graduate early. A student must enroll in high school a minimum of eight (8) semesters during regular school terms to be considered a candidate for graduation.

Transfer students must meet the graduation requirements based on their ninth grade entry date.

**Total units required for graduation  
for students entering 9<sup>th</sup> grade in  
2015-2016 and beyond 26**

### **Grade Placement**

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

<b>9<sup>th</sup> grade entry date</b>	<b>2015-2016+</b>
10 <sup>th</sup> Grade	5
11 <sup>th</sup> Grade	11
12 <sup>th</sup> Grade	18

**Administrative discretion will be used for mid-year promotions regarding juniors and seniors.**

Descriptor Term	Descriptor Code     IHF (6)
Graduation Requirements - Entering Fall 2008-09 and thereafter	Revised March 20, 2017

### Areas of Study

#### Units Required

- (I) English/Language Arts\*            4
- (II) Mathematics\*                      4
- (III) Science\*                            4

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

- (IV) Social Studies\*                    4
- (V) CTAE and/or Modern              5

Language/Latin and/or Fine Arts\*

- (VI) Health and Physical Education\* 1
- (VII) Electives                          4

**TOTAL UNITS (MINIMUM)            26**

\*Required Courses and/or Core Courses

A course shall count only once for satisfying any unit of credit requirement for graduation unless otherwise specified in state requirements.

For students entering the 9<sup>th</sup> grade in 2015-2016+, pathway completion is required in at least one of the following areas: CTAE, World Language, Fine Arts, or Advanced Academic Pathway.

### **Local Requirements**

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

### **Honors Class Requirements**

For each honor course, the numerical grade will receive the weight of an additional three points on the final semester average.

Students who withdraw from Honors courses will not be allowed to enroll in any Honors classes in that academic area for the remainder of their high school career. Students may only advance to the next Honors course if they have completed the previous Honors course, unless authorized by the teacher and department head.

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

#### Honors English:

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

- Recommendation from previous English teacher
- Grade in previous English course must be 85 or above
- “Distinguished” on most recent prior standardized testing:
  - 8<sup>th</sup> Grade Language Arts EOG
  - 9<sup>th</sup> Grade Literature/Composition EOC
  - 11<sup>th</sup> Grade American Literature EOC

#### Honors Math:

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

- Recommendation from previous math teacher
- Grade in previous math course must be 85 or above
- “Distinguished” on most recent prior standardized testing:
  - 8<sup>th</sup> Grade Mathematics EOG
  - 9<sup>th</sup> Grade Algebra I EOC
  - 10<sup>th</sup> Grade Geometry EOC

Honors Science:

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

- Recommendation from previous science teacher
- Grade in previous science course must be 85 or above
- "Distinguished" on most relevant prior standardized testing
  - honors biology based on 7th grade life science EOG
  - honors chemistry/physics based on biology/physical science EOC

Honors Social Studies:

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

- Recommendation from previous social studies teacher
- Grade in previous social studies course must be 85 or above
- "Distinguished" on most recent prior standardized testing:
  - 8<sup>th</sup> Grade Social Studies EOG
  - U.S. History EOC
  - Economics EOC

**Valedictorian and Salutatorian Policy for Long County School System**

In order to be declared valedictorian or salutatorian, a student must have attended Long County High School for two full academic years. Class ranking will be based on the student's total cumulative average for grades nine through twelve. The cumulative average will be determined by averaging the actual numerical grades received in all classes. The valedictorian must have taken and successfully completed minimum of one Advanced Placement course or academic course for college credit. The salutatorian must have taken and successfully completed a minimum of one Advanced Placement course or academic course for college credit, or one Honors course.

Unless a grading scale is provided grades transferred into the system as a letter grade will be computed as follows: A+=97; A=95; A-=93; B+=87; B=85; B-=83; C+=77; C=75; C-=73; D=70; F=69



## **Related Programs**

### **Counseling Department**

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

Students may schedule appointments electronically via the high school website. The counselor will schedule the appointment and send for the student at the appropriate time.

### **Honors Night**

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

### **Star Student**

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

1. SAT scores meet or exceed the national averages in Critical Reading, Math, and Writing.
2. Be in the top 10 percent, of students scholastically in his/her graduating class.
3. Score highest on a single test date (scores may **not** be combined from two or more test dates). SAT scores will only be considered for dates through the November test date of the students' senior year in high school.
4. Be enrolled at LCHS for the full two years before graduation, (i.e. as a Jr. & Sr.).

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

#### **Honor Graduate**

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

#### **Hope Scholars**

The HOPE Scholarship, Zell Miller Scholarship, and HOPE Grant pay a certain amount for tuition. The amount of the award depends on the type of school the student is attending, the number of credit hours the student is enrolled in, and the specific rates of the college. For more information, please visit [www.gafutures.org](http://www.gafutures.org)

#### **Dual Credit Options**

LCHS students may participate in the **Dual Enrollment (DE)** program. See your counselor if you are interested.

**Dual Enrollment:** DE allows high school students (9th – 12th grade) to earn college credit while working on their high school diploma. The DE program covers tuition, mandatory fees and required textbooks. Any additional costs may not be covered through the DE program.

For each Dual Enrollment course, the numerical grade will receive the weight of an additional five points on the final semester average.

#### **Code of Ethics for Educators**

The Code of Ethics for Educators defines the professional behavior of educators in Georgia and serves as a guide to ethical conduct. The Professional Standards Commission has adopted standards that represent the conduct generally accepted by the education profession. The code defines unethical conduct justifying disciplinary sanction and provides guidance for protecting the health, safety and general welfare of students and educators, and assuring the citizens of Georgia a degree of accountability within the education profession. For more information, visit: <http://www.gapsc.com/Rules/Current/Ethics/505-6-.01.pdf>.

### **Nondiscrimination**

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

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

Shawn Peek, Sports Equity and Title IX Coordinator Specific to Athletics, Long County High School, 1844 Georgia Highway 57, Ludowici, GA 31316; (912) 545-2135

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

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

### **Competitive Interscholastic Activities Eligibility**

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

### **Georgia High School Association (GHSA) Eligibility Requirements**

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

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

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

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

#### **Parent/Guardian Right to Know**

The Long County School District informs parents of the right to request information about the professional qualifications of their student's teacher(s). The parents or guardians of any student attending a school within the Long County School System may request information regarding the professional qualifications of the student's classroom teacher, including a description of the professional certificate held by the teacher for the grade levels and subject areas in which the teacher provides instruction, whether or not the teacher is teaching under a provisional or probationary certificate issued by the Georgia Professional Standards Commission, and information regarding the educational background of the teacher, including a description of the teacher's undergraduate degree and major and graduate degrees, if any, with graduate fields of study or additional certification areas. Parents may also have the right to know if their child is receiving services from a paraprofessional, and if so, the paraprofessionals qualifications. Any requests for the qualifications of a teacher or paraprofessional should be submitted in writing to the Principal of the school in which the student attends and should be delivered by regular mail or personally to the Principal of the school or to the superintendent. For additional information, please contact, the high school principal at 912-545-2135.

## TITLE I and TITLE II

As a Title I school, Long County High School is required to meet federal regulations under the Every Student Succeeds Act related to teacher qualifications. In compliance with the requirements of ESSA, you have the right to request information about your child's teacher to include training and credentials. The following information may be requested:

- Whether the teacher met the Georgia Professional Standards Commission requirements for certification for the grade level and subject area in which the teacher provides instruction;
- Whether the teacher is teaching under an emergency or other provisional status through which Georgia qualifications or certification criteria have been waived;
- What undergraduate or graduate degrees the teacher holds, including graduate certificates and additional degrees, and major(s) or area(s) of concentration; and
- Whether your child is provided services by paraprofessionals, and if so, their qualifications.

If you wish to request the information concerning a teacher's qualifications, please contact the principal at (912) 545-2135 or [slester@longcountyschools.org](mailto:slester@longcountyschools.org).

### **Notice to Parents/Guardians and Eligible Student of Rights Under Family Educational Rights and Privacy Act (FERPA) and Protection of Pupil Rights Amendment (PPRA)**

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

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

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

parents or eligible students should write the school principal, specify the part of the record they want changed, and specify why it is inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the district decides not to amend the record, it will notify the parents, or eligible students of the decision and inform them of their right to a hearing. Additional information regarding the hearing procedure will be provided with the notification of the right to a hearing.

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

- vi. Honors and awards received during the time enrolled in Long County School System;
- vii. Video, audio or film images or recordings;
- viii. Photograph for school and school system publication;
- ix. Program of study; and
- x. Electronic mail address.

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

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

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

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

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

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



- (B) Activities involving the collection, disclosure, or use of personal information collected from students for marketing or for selling that information (or otherwise providing that information to others for that purpose).
  - (C) Any non-emergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school and scheduled by the school in advance, and not necessary to protect the immediate health and safety of the student, or of other students.
- (2) You may, upon request, inspect any instructional material used as part of the educational curriculum for your student.
- (3) The school is required by federal law to give this notice to parents. However, the school does not have scheduled any such activities as are described in paragraph 1. If any such activities are initiated during the school year, you will be notified accordingly and will be afforded all the rights described herein.

### **Long County High School Parental Involvement Plan**

Title I is a federally funded program that provides services to schools and students most at-risk. School improvement and parent involvement plans are required by all Title I schools and are available at the school or on school websites. All schools in Long County are school-wide Title I schools.

The Georgia Department of Education's Parent Engagement Program ensures that Title I, Part A parental involvement regulations are met with meaningful and strategic actions to build parent capacity as mandated by the Every Student Succeeds Act (ESSA). Schools and districts must ensure that strong strategies are in place to: 1) build capacity to involve parents/stakeholders in an effective partnership with the school; and 2) share and support high student academic achievement.

Long County High School recommends the following ways to get involved and stay involved with your child's education. LCHS believes that when parents get involved and stay involved, all students achieve at higher levels.

- VOLUNTEER AT SCHOOL - Schools often send home lists of various ways that parents can volunteer. If not, let your child's teachers, principal, or counselors know your special skills and ask what you can do to help.
- SHOW YOUR CHILD THAT YOU CARE - Have a conversation with your child about school and homework regularly. Ask

specific questions that inform you about your child's school day. Know what classes your child is taking, who your child's friends are, and other essential information.

- **KEEP IN TOUCH WITH THE SCHOOL** - Get to know your child's teachers, principal, counselors, and the parent involvement coordinator. Make it a point to stay in contact with them throughout the school year.
- **EXPRESS HIGH EDUCATIONAL EXPECTATIONS** - Encourage your child to take challenging courses and monitor your child's academic performance (homework, grades, and test scores) throughout the year. Emphasize effort and achievement.
- **ATTEND SCHOOL MEETINGS, FUNCTIONS, AND EVENTS** - Make time to attend parent-teacher conferences, parent fairs, curriculum nights, award ceremonies and other school events. Your attendance and support matters to your child.
- **SEEK OUT INFORMATION** - Request a meeting with your child's teacher regarding any aspect of your child's education. If you have other questions, ask the school by calling or sending a note so they can link you with the appropriate person who can respond to your needs.
- **BE AN ACTIVE PART OF DECISION MAKING COMMITTEES** – Participate in parent or school leadership organizations. Ask your school about the Parent Teacher Association or Parent Teacher Organization, school council, parent advisory committee or other parent organizations and then join one.
- **MAKE SCHOOL IMPORTANT** - Talk positively about school with your child. Send your child prepared for school each day with pens, pencils, notebooks, and homework completed. Make school a priority by ensuring they are at school every day and arrive on time.
- **BE SEEN AT SCHOOL** - Arrange a visit to your child's school, attend a school activity, or have lunch with your child at school. Your presence matters and shows the school that you are concerned about your child's education.
- **BE INFORMED AND RESPONSIVE** - Ask, collect, read, and respond, if needed, to all information (school policies, field trip information, student handbook, etc.) sent from your child's school or teacher. If you need to receive information in a language other than English, call or visit the school.
- **VISIT YOUR SCHOOL'S WEBSITE** – Access all kinds of information, including homework assignments, class schedules, lesson plans, test dates, and grades on your student's school Website. If you do not know your school's website, ask your child's teacher or the school.
- **PARTICIPATE IN WORKSHOPS THAT ARE OFFERED**- Look

for great opportunities to meet other parents at school through workshops that cover topics such as the state curriculum, graduation requirements, school standards, and other shared parent concerns. If workshops are not offered regularly, help plan one or suggest ideas to your school counselors or parent involvement coordinator.

- **PROVIDE A RICH LEARNING ENVIRONMENT AT HOME** - Make time for meaningful dinner conversations, trips, games, reading time, family sports, and daily routines. Activities like these will contribute to your child's academic achievement at school.
- **DROP IN ON AFTER SCHOOL OR EXTRACURRICULAR ACTIVITIES** - Pick your child up from after-school activities or schedule a visit. It is important to know your child's after school teacher, instructor, or coach.
- **INVITE THE COMMUNITY TO PARTNER WITH THE SCHOOL** - Encourage local businesses, churches, clubs, or civic organizations that you are involved with to volunteer or financially support the school. Have community partners provide schools and families with information about services and resources they provide that support student learning such as mentoring, tutoring, and service learning activities.

Visit the following for additional parental involvement information, please visit [www.longcountyps.com](http://www.longcountyps.com) or [www.doe.k12.ga.us](http://www.doe.k12.ga.us).

### **Fraud Prevention Policy**

#### **Purpose**

The Long County School District shall not tolerate fraud, waste, abuse, or corruption of any kind and has an established system for the reporting of suspicious activities.

#### **Definitions**

**Fraud:** A false representation of a matter of fact, whether by words or by conduct, or by concealment of that which should have been disclosed, that is used for the purpose of misappropriating property and/or monetary funds from federal, state, or local grants and funds.

**Waste:** The intentional or unintentional, thoughtless or careless expenditure, consumption, mismanagement, use, or squandering of local, state, or federal resources to the detriment or potential detriment of the District. Waste also includes incurring unnecessary costs as a result of inefficient or ineffective practices, systems, or controls.

Abuse: Excessive or improper use of resources, or employing resources in a manner contrary to the natural or legal rules for their use. Abuse also includes intentional destruction, diversion, manipulation, misapplication, maltreatment, or misuse of resources; extravagant or excessive use as to abuse one's position or authority.

Corruption: A form of dishonest or unethical conduct by a person entrusted with a position of authority, often to acquire personal benefit. Corruption may include many activities, including bribery and embezzlement.

### **Responsibilities**

Employees and parties maintaining a business relationship with the District who suspect fraud, waste, abuse, or corruption, whether it pertains to federal, state, or local programs, should report their concerns to the Superintendent or his/her designee. If fraud, waste, abuse, or corruption is suspected by the Superintendent, such allegations should be reported to the Chair of the Board of Education.

All reports of suspected fraud, waste, abuse, or corruption shall be handled under the strictest confidentiality allowed under the law. Informants may remain anonymous as allowed by law but are encouraged to cooperate with investigators and to provide as much detail and evidence as possible of an alleged violation of this policy.

Any and all reports of suspicious activity and/or suspected fraud, waste, abuse, or corruption will be investigated. Results of an investigation shall not be disclosed to or discussed with anyone other than those individuals with a legitimate need to know until the results become subject to public disclosure in accordance with state and/or federal law.

### Assessment Security Notice

Teachers, administrators, and parents depend on accurate, valid, reliable, and timely information about student academic performance on high stake tests. The test results are used to improve instruction, identify the strengths and weakness of individual students, implement targeted intervention, and to ensure academic success for all students. Testing irregularities, breaches of test security, or improper administration defeats our efforts to improve student achievement. Long County Schools are responsible for ensuring all personnel whose duties involve either testing administration or data collection are trained and adhere to state assessment guidelines. All alleged violations will be reported to the State Dept. of Education, Office of Assessment and Accountability. After this initial report, the Georgia Department of Education will determine if the alleged violation requires further investigation.

Any person who witnesses or believes a violation occurred either by school personnel or students should report the alleged violation. If you have any questions concerning test security, please contact the principals at each school. You can also contact Dr. Janet Wilson, Director of Testing, or Mr. David Edwards, Superintendent.

Dr. Patricia Krumnow – Principal  
[pkrumnow@longcountyschools.org](mailto:pkrumnow@longcountyschools.org)  
Smiley Elementary School  
(912)545-2147

Mrs. Wregina Carryl – Principal  
[wcarryl@longcountyschools.org](mailto:wcarryl@longcountyschools.org)  
McClelland Elementary School  
(912)545-7910

Mrs. Beverly Hill – Principal  
[bhill@longcountyschools.org](mailto:bhill@longcountyschools.org)  
Long County Middle School  
(912)545-2069

Mrs. Sherry Lester – Principal  
[slester@longcountyschools.org](mailto:slester@longcountyschools.org)  
Long County High School  
(912)545-2135

Dr. Janet Wilson – Director of Testing  
[jpoole@longcountyschools.org](mailto:jpoole@longcountyschools.org), (912)545-2367 Ext.7828

Mr. David Edwards –Superintendent  
[dedwards@longcountyschools.org](mailto:dedwards@longcountyschools.org), (912)545-2367 Ext.7812

## Long County High School

### Parent/Student Handbook Acknowledgement Form

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

- Dress Code Pages 44-46
- Attendance Policy Pages 7-9
- Cell Phone/Electronic Device Pages 40-41
- Parent Involvement Policy Pages 73-75
- Code of Conduct Pages 34-60
- Parent/Teacher/Student Compact Page 79
- Bullying / Cyberbullying Policy Page 39-40

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

- Interviewing, photographing, and videotaping of students by staff or news media
- Your child's participation in any student club or organization (page 11-12)

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Signature of Parent/Guardian

Date

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

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Signature of Student

Date

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Student's Printed Name

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

**School-Parent Compact  
Long County High School  
School Year 2019-2020**

**Dear Parent/Guardian,**

**Long County High School students participating in the Title I, Part A program, and their families, agree that the attached compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement as well as describes how school and parents will build and develop a partnership that will help children achieve the State's high standards. Please review the attached School-Parent Compact.**

Please sign and date below to acknowledge that you have read, received, and agree to this School-Parent Compact. Once signed, please return this page of the handbook to your child's teacher and keep the School-Parent Compact as a reminder of your commitment. The School-Parent Compact will be discussed with you throughout the year at different school-family events as we work together to help your child succeed in school. We look forward to our school-parent partnership!

School Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_