

Long County Middle School

2001 US Highway 84 East
Ludowici, Georgia 31316
Telephone Number: (912) 545-2069

School Website: <http://www.longcountyms.com/>

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Long County Schools

2019-2020

Academic Year Calendar



July 19						
Su	M	Tu	W	Th	F	Sa
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Events

Month	Day	Event
July	1-5	System Closed
	25	New Teacher Orientation
	26, 29-31, 1	Pre Planning
August	2	First Day of School
	30	Teacher In-Service/Student Holiday
September	2	Labor Day Holiday
October	10	End of 1st Nine Weeks
	11 & 14	Fall Holidays/Make Up Days
November	11	Veterans Day/Holiday
	25-29	Thanksgiving Holidays
December	20	End of 1st Semester/Early Release Day
	23-31	Christmas Holidays
January	1-3	New Years Holiday
	6 & 7	Teacher In-Service/Student Holiday
	8	Students Return
	20	ML King Holiday
February	17	Presidents Day (Holiday)
March	12	End of 3rd Nine Weeks
	13 & 16	Spring Holidays/Make Up Days
April	6-10	Spring Break
May	22	Last Day of School/Early Release Day
	25	Memorial Day Holiday

INTRODUCTION

This handbook has been put together with the hope that it may help you better understand Long County Middle School and its operation. We hope that you will feel free to visit at any time. If you have questions or suggestions, please let us know. It is our desire to keep the line of communication open between parents and school staff. For further information regarding updates of activities and programs throughout the year, you may visit our website.

In the event of severe weather, stay tuned to WTOC television station and/or WIFO radio station for any school closing announcements.

A NOTE TO PARENTS

Your child's attitude toward school is very important. As a parent or guardian, you have an important role in building that attitude. Parents demonstrate the importance of school and education by (O.C.G.A. 20-2-735(e):

- having children in school every day unless they are ill;
- having children ready to meet the bus on time and having children at school on time;
- leaving children in school all day;
- discussing school activities and working with their children;
- insisting that homework and class work be completed and providing a place and time for homework to be done;
- providing children with paper, pencils, erasers, and other necessary supplies;
- supporting the school staff;
- participating in and attending school events;
- participating in parent-teacher conferences; and
- working in cooperation with the school council.

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.....Ms. Florence Baggs
District 4.....Mrs. Linda DeLoach
District 5.....Mrs. Julie Dawson

School Administration

Principal..... Mrs. Beverly Hill
Assistant Principal/Counselor Mrs. Katie Brannen
Assistant Principal.....Dr. Amy Gill
Assistant Principal.....Mr. William Hadley

Chain of Command

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

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

PHILOSOPHY OF LONG COUNTY MIDDLE 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 one another; 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 Middle School is to provide the opportunity for each individual to discover his or her own personal strengths and weaknesses, to develop the 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 Middle School seeks to prepare each individual to live as a responsible, fulfilled member of our constantly changing world.

We believe that education is an involvement in life itself. Education is active and is related to the needs and interests of the student. The educational system reflects the society of today and also prepares students for the future.

We recognize the individuality of students and staff at Long County Middle School but believe a 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

Long County Middle School will provide a quality education for every student within a safe and effective learning environment led by supportive and highly qualified professionals.

Vision Statement

We are a community of learners preparing for college and careers.

Motto

The Blue Tide Way

POLICY ADHERENCE

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

SCHOOL HOURS

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

BACKPACK/BOOK BAG SEARCH AND SEIZURE

Search and Seizure

A school official may search a student or a student's book bag/personal property on school premises or at school functions if the school official has reasonable suspicion that evidence of a crime or violation to school policy (such as drugs, weapons, electronic devices) is present.

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 Middle School:

Students shall not exceed 18 absences per school year. Once a student accumulates 10 absences in the school year, the parent will be required to have a conference with the school principal or the principal's designee. A student who accumulates more than 12 absences in the school year will be referred to the District Attendance Officer. Students who accumulate 16 absences in a school year will be referred to the Magistrate Judge. Students who exceed 18 absences in a school year will need to be referred back to the Magistrate Judge and will need to meet with the School's attendance panel to discuss promotion/retention.

Absences and Excuses

- Students are counted present at school if they are present at least half of the instructional day (11:30 a.m. Elementary Only). 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 Pre-K-8 are allowed to accumulate no more than eighteen (18) 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/guardian's 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.

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

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. 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 3 days for processing.

Make-Up Work

Students with excused absences will have two (2) school days to make up any missed work. Failure to obtain or complete missed work in a timely manner will result in a grade of zero (0). Exceptions to the two-day rule may be made for students with three or more consecutive excused absences based on a plan devised by the individual teacher.

The two-day rule does not apply to long-standing due dates on assignments such as projects or term papers. In these cases, the student is expected to turn in the assignment on his/her first day back to school.

Having an excused absence does not obligate the school to repeat a class or event for a single student. Make up work that may reasonably be assigned and completed will be allowed. No administrator or teacher shall excuse a student from make-up work required by a class.

It is the student's responsibility to ensure every effort is made to make up work as soon as possible at the teacher's convenience.

Tardy

A student is considered tardy if he/she is not in his assigned seat when the tardy bell rings. Students with excessive tardiness (more than seven tardies per nine weeks) will be referred to the school attendance officer.

Hospital/Homebound (HHB)

The Long County School System provides continuous educational services for students who are unable to attend school due to a diagnosed medical or psychiatric condition for a minimum of ten consecutive school days or for intermittent periods of time for a minimum of ten school days per year. These services may be provided in the hospital or at the child's home or other agreed upon location. You can contact the LCMS HHB coordinator for more information.

Voluntary Student Withdrawals

A student withdrawing and transferring to another system must obtain a withdrawal form from the records clerk. The parent/guardian should notify the records clerk three (3) days in advance of the intention to withdraw. A student may only be withdrawn by a parent or legal guardian. All library books must be returned and all fines paid before the withdrawal form will be released.

Involuntary Student Withdrawals

The Long County School System is authorized to withdraw a student who has missed more than 10 consecutive days of unexcused absences.

The principal or principal's designee shall use his or her best efforts to notify the parents(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.

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

Student Sign-In/Out

In order for a student to receive an excused tardy a parent/guardian or adult designee must sign them in with excusable documentation. Only the parent/guardian, legally assigned person, or those individuals listed on the student data sheet may sign a student out of school. Students must be signed out in the main office.

ENROLLMENT REQUIREMENTS

In order to enroll in the Long County School System, the following must be met:

- A. Each student must have a regularly established place of physical residence in Long County with a natural parent, adoptive parent, or legal guardian and must meet all state and local requirements. Proof of physical address is required.
- B. No student shall be admitted to the Long County School System until he/she has completed all suspension and disciplinary actions imposed by any other school he/she previously attended.

The decision to admit children in the legal custody of the Department of Juvenile Justice/Human Resources rests with the local Board of Education where a child is located. An un-emancipated minor who is older than the age of mandatory attendance who has not completed all requirements for a high school diploma and wishes to withdraw from school must have the written permission of his or her parent or legal guardian prior to withdrawing. Prior to accepting such permission, the school principal or designee must hold a conference with the student and parent to share the educational options available and the consequences of not having earned a high school diploma.

FIELD TRIP POLICY

Permission for school trips must be granted by parents/guardians in writing on special forms.

Students that have received three or more discipline referrals may not be allowed to participate in school-sponsored field trips. Decisions for participation will be at the discretion of administration based on proximity of dates the referrals were received to the date of the field trip. Students must turn in the permission form by the date designated. 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/REPORTING/RETENTION/PROMOTION

Report cards will be issued once every nine weeks. They will reflect the grade at that time. The final grade will be recorded for the semester as the cumulative grade over the entire semester. Students will also receive progress reports at the mid-point of each nine week grading period.

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

A student must achieve a 70 average to pass a subject. Students may not fail two or more core curriculum subjects. If a student fails one course, he or she will be considered for retention.

Decisions on promotion, retention, and placement of students shall be made in the best interest of the student after consideration of known factors. These factors include student grades, student performance on state mandated assessments, additional evaluations, school attendance, age, and any other factors deemed to be relevant to the student's progress.

Student academic achievement shall be based on the degree of mastery of the school's instructional objectives as outlined in the curriculum guides for each subject. Assignments, tests, projects, classroom activities, and other instructional activities shall be designed so that the student's performance indicates the level of mastery of the assigned curriculum.

A student may be promoted only on the basis of academic achievement or demonstrated proficiency of the subject matter of the course or grade level. In determining promotion, the school shall consider the recommendation of the student's teachers, the student's grade in each core curriculum subject, the student's score on state mandated assessments, and any other necessary academic information, as determined by the school.

CLASS SCHEDULE CHANGES

Many factors are considered when creating student schedules. It is often not possible to move a student from one classroom to another when a parent requests. Certified teachers in our school have earned highly qualified credentials from the Georgia Professional Standards Commission. Our teachers have a strong understanding of the curriculum and will work to aid all children in mastering the curriculum. When a student experiences difficulty in the classroom, it is our belief that we can use researched based techniques/strategies to work through the problems. If you have concerns about your child's progress, we ask that you first schedule a conference with the teacher to discuss the situation. If the educational problems continue, you are invited to have a conference with the teacher and an administrator. Only the Administration can make the decision to change a schedule. These changes are not initiated by parent request, but rather by the educational needs of the student. We ask that rather than requesting a teacher change, we work together to solve the problems in the current classroom.

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.

Teachers must approve any release from class, including restroom. 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 hall pass.

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 of the hall to talk to 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 restrooms in the hall that they are attending class.

HOMEWORK POLICY

The completion of homework assignments results in higher student 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; and
- incorporate available materials and media in the home, such as books, magazines, newspapers, television, and radio.

An allotted time for home study should be part of a 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 who fail to turn in homework will be required to complete the assignments during their break or lunch time. All students will complete required homework assignments. All homework is to be recorded in the student agenda. Parents and teachers should routinely verify agenda contents and communicate with each other if there is any concern. Parents should encourage the development of good study habits by checking agendas every evening.

INSURANCE

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

LOITERING ON SCHOOL GROUNDS

Students are not allowed on campus until 7:25 a.m. No one is allowed on the school campus after school hours unless it is to attend a school-related function. Violators may be dealt with through legal channels, or disciplinary action may be taken.

LOST AND FOUND

The Lost and Found is located in the school office. Any item that is found by a student, a teacher, or other school staff should be turned in to the middle school secretary. An item that has been turned in to the Lost and Found may be claimed by its owner after giving a complete description.

LUNCHROOM POLICIES

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 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 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 Modifications

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.

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, 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.

This institution is an equal opportunity provider.

MEDIA CENTER SERVICES

Students are encouraged to use the media center. It has an excellent selection of books, magazines, and newspapers for students to check out and use. The media center provides a career resource center with computers and materials such as TVs, VCRs, and DVDs. The Media Center will be available for student use before and after school. The hours will be posted. **Students must have a pass to enter.** Overdue materials will result in a fine.

MEDICATIONS AT SCHOOL

Only prescription medications from a physician will be administered by the school clinic. These medications must be of long-term, essential maintenance type such as those prescribed for epilepsy, ADD, ADHD, etc. All medication must meet the following conditions:

- A medication/procedure form must be completed by the parent/guardian for each medication to be administered by the school nurse and signed by the physician prior to administration.
-
- All medications must be brought to school by the parent/guardian or another authorized adult. **A student may NOT carry medication, including prescription or non-prescription medications, on campus or on the bus at any time. Exceptions may be made on a case by case basis with a doctor's note.**
- Medications must be in a current prescription container with correct, unaltered labeling information.
- The student must have received the medication at least 24 hours prior to the first dose being administered by the school clinic.
- Non-prescription drugs (over-the-counter) will only be administered with a School Health Consent Form signed by the parent or legal guardian of the student.

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 them. **Long County Middle 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.**

PARENT-TEACHER CONFERENCES

When a parent desires a conference with a teacher regarding a student, the parent should contact the secretary at the school office at 545-2069 and request a conference. Upon request by the teacher or parent, an administrator will attend the conference.

Parent-teacher conferences are encouraged; however, conferences must be held only during the teacher's planning period or after school. The entire team of teachers will be invited to attend.

PHYSICAL EDUCATION DRESS

To enable students to perform better and maintain their clothing, 6th, 7th, and 8th grade students are required to dress out every day in physical education. Students are required to wear gym clothes which have been prescribed by their physical education teachers. **Please be advised that valuables should not be taken to P.E.**

SCHOOL COUNSELING DEPARTMENT

The school counselor is available to assist students with personal, educational, and/or academic concerns. Conferences may be arranged through the school counseling department or the classroom teachers.

Child Abuse Reporting

All employees of the Long County Board of Education, including all teachers (as well as visiting teachers), administrators, school counselors, school social workers, school psychologists, and any other school employees who have reason or cause to believe that 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 the protocol for handling child abuse cases for Long County, Georgia.

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 they are 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 (O.C.G.A. 20-2-751.5a):

- No alcoholic beverages, tobacco, or drugs will be allowed.
- No loitering.
- Students will be held responsible for the conduct of their guests.
- Students participating in extracurricular activities should remain in school for the entire day unless being checked out for a doctor's appointment or some type of illness.
- All school rules will apply.

SELLING MERCHANDISE AND POSTING SIGNS

Students are not permitted to sell any merchandise at school without the approval of the administration. Only those sales which are sponsored by school classes and clubs are allowed, and all such activities must be approved in advance. Students may not sell merchandise for personal profit.

STUDENT ELIGIBILITY

A student MAY NOT participate in any extracurricular and athletic activities if his/her name appears on the ineligibility list for the prior semester.

STUDENT RESPONSIBILITIES

- Students are to report promptly to class with the necessary materials for participation in the activities of that class.
- Students are to be seated immediately upon entering the classroom.
- All preparation for carrying out class activities is to be done before the class begins.
- Students are not to talk at any time during class unless permission has been given by the teacher.
- Students are expected to give their attention to the teacher until instruction is finished. The teacher will dismiss the class.
- Tardy students are to enter the class as quietly as possible in order not to disturb the class activities.
- Cheating is an extremely poor work habit and will negatively impact the student's course grade.
- In the case of a disagreement or personality conflict between a teacher and a student, the student is expected to cooperate with the judgment of the teacher.
- Students are to study and be familiar with this handbook.

Guidelines for Student Behavior

- Be honest in statements and actions.
- Be respectful of school staff, fellow students, and their beliefs.
- Display good conduct and sportsmanship at school, on the bus, and at all school activities.
- Be respectful of the property of others.
- Work to the best of your ability.
- Support school activities.

TELEPHONE USE

The telephones in the office are for business use only. 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 situation at home. Students will not be called to the office for a phone call unless an emergency exists. Important messages received by the office will be delivered to students during change of class. Students who will be staying after school are asked to make arrangements in advance.

TESTING

All students at Long County Middle School are required to take the Georgia Milestones Assessment in the spring. According to state law, students in 8th grade are required to pass the reading and math portions of the test in order to be promoted to the next grade.

The Georgia Milestones Assessment System scores are used to help calculate the school's overall grade on the CCRPI (College Career Readiness Performance Index).

VISITATION

All visitors, including parents, are to go directly to the main office to acquire a visitor's pass. Long County Middle School does not permit friends or relatives to visit with students and attend classes during the school day. In order for a parent or guardian to meet with a teacher, it is necessary to make an appointment by contacting the school secretary. Unauthorized visitors will be dealt with through legal channels.

Long County Schools

Internet Acceptable Use Guidelines/Procedures

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 email, the network, and the Internet in instructional programs or official school business 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 and email 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 or 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 Long County Board of Education will provide students with age-appropriate instruction regarding appropriate online behavior, including interacting with other

individuals on social networking websites, interacting in chat rooms, and cyber-bullying awareness and response as required by the Children's Internet Protection Act.

The Board of Education makes no assurances of any kind, whether expressed or implied, regarding any computer, computer resources, network, network applications, 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 including but not limited to, loss of data, delays, non-delivery, service interruptions, or exposures to offensive or threatening material. Computer users are encouraged to maintain back-up files of all information that is not easily replaced. 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.

LONG COUNTY SCHOOL SYSTEM

Student Acceptable Use Regulations

The School District will enforce the following procedures. Although some specific examples of prohibited uses by students 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 equipment and Internet service is a privilege, not a right. Abuse or 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 and/or sending or posting materials or communications materials 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. Unauthorized access including so-called "hacking",
9. Other unlawful activities,
10. Disrupting instruction (i.e., Using chat-rooms and Internet for personal use during school or work hours).
11. Disrupting work hour's productivity (i.e., playing games, surfing the Internet for personal use, and personal shopping online during school or work hours).

B. 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;

C. 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;

D. Copying or downloading copyrighted material for the user's 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;

E. Using the network for private financial or commercial gain or political lobbying is prohibited;

- F. Wastefully using resources, including print resources;
- G. "Chatting" or visiting Chat Rooms on school equipment at any time;
- H. Utilizing or creating any software or viruses having the purpose of damaging the school system's networks or other user's system;
- I. Gaining unauthorized access to resources or entities;
- J. Invading the privacy of individuals;
- K. Using another user's account or password;
- L. Posting material authorized or created by another without his/her consent;
- M. Posting anonymous messages;
- N. Using the network for commercial or private advertising;
- O. Forging of electronic mail messages;
- P. Creation and sending of harassing electronic mail messages;
- Q. 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;
- R. Using the network while access privileges are suspended or revoked;
- S. Using the network and access to the Internet in a fashion inconsistent with directions from supervisors, teachers, and/or administrators. Internet access is to be utilized for instructional purposes ONLY; and
- T. Using the network and access to the Internet in a fashion inconsistent with generally accepted network etiquette.

V. COMPENSATION

Students 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 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 employee must not demonstrate the problem to other student users or 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.

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 EXPECTATIONS

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 email messages must use school addresses only.
- D. Recognize that electronic mail (email) 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 property of Long County School District.

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, bank card, or checking account information.

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 contain 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.

IF YOU WOULD PREFER FOR YOUR CHILD NOT TO HAVE INTERNET ACCESS AT SCHOOL, YOU WILL NEED TO SUBMIT A LETTER TO THE PRINCIPAL REQUESTING SUCH ACTION.

STUDENT CODE OF CONDUCT

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.

Students must be in their seats as soon as they enter the classroom, 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.

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.

Each classroom teacher will deal with general classroom disruptions by taking in-class disciplinary action, by making personal phone calls to students' parents or guardians, and by scheduling conferences with parents/guardians and other school staff members.

In the event that a discipline referral is unusual or severe in any nature, the referral will be turned over to administration.

The degree of discipline to be imposed will be in proportion to the severity of the behavior of a particular student and will take into account the student's discipline history, the age of the student, and other relevant factors. Disciplinary actions are designed to teach students self-discipline and to help them substitute inappropriate behaviors with those that are consistent with the character traits from Georgia's Character Education Program.

The Long County Board of Education believes that unruly and undisciplined students need to be removed from classroom settings until their conduct conforms to expected standards. Students are given several opportunities to behave in the classroom before referrals to the office are made. The wise student will take heed of the classroom teacher's attempts to correct his/her inappropriate

behavior. Once the student is referred to the office, every effort will be made to help the student realize the consequences of his/her actions, and to help the student correct the behavior.

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 Middle School follow a progressive discipline plan for most classroom infractions. Some more serious infractions will result in an immediate referral to the office.

1st Offense: Warning/Student Conference

2nd Offense: Teacher-Assigned Consequence

3rd 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 best 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 setting to the removal of the student from school. This program allows a suspended student to attend school but in a different capacity. The student is allowed to come to school, be counted present, complete class assignments, and return home at the end of the day. However, he/she is not allowed to interact with peers at any time during the school day while assigned to ISS. Restrooms are located adjacent to the ISS classroom, and lunch is served at a separate time for these students. ISS does not eliminate Out of School Suspension (OSS). It simply provides the administration with another alternative in dealing with discipline problems. The placement of a student in ISS is the decision of the administrator and is based on the merits of each case. Any student who misbehaves in ISS will waive his right to be assigned ISS and will receive OSS regardless of the number of times assigned to ISS or may be assigned S.T.A.R.

Out-of-School Suspension (OSS)

A student suspended from school has the following restrictions:

1. The student will not participate in any school sponsored activity including extracurricular events during the suspension. Participation may resume on the day following the suspension period.
2. The student will not return to the school or the campus until the day after the suspension ends.
3. The parent will be encouraged to report to the school for a conference upon the student's return.
4. When a student is assigned OSS as a discipline measure, the following procedure is to be followed with the first OSS offense:
 - a. The student is responsible for requesting all make-up work from his/her teacher(s) the first day returning to school after OSS.
 - b. A student is allowed 1 school day to complete the make-up work for each day of OSS that was assigned.
 - c. The student is responsible for turning the make-up work in to the teacher(s) by the date it is due.
 - d. The make-up work may not be completed during the school day.

Any further incidents resulting in OSS will result in the student not being allowed to make up missed work assignments.

Student Transition and Recovery Program (S.T.A.R.)

When less severe strategies of discipline seem inappropriate or when all school strategies have been exhausted, a principal may refer a student to the Student Transition and Recovery (S.T.A.R.) Program. This referral is in lieu of suspension or recommendation for expulsion. The principal will specify the length of time the student is to remain as a participant of the S.T.A.R. program. Prior to the assignment of a student to the S.T.A.R. program for disciplinary action, the principal will discuss the program requirements with the parent or guardian.

Discipline Tribunal

In accordance with the discipline codes of Long County Middle School, students who commit certain offenses will be suspended for a period of ten days and referred for a disciplinary tribunal hearing. The tribunal officer will then decide whether to return the student to school, assign the student to the alternative school, or to expel him/her for the remainder of the year.

Alternative School

An alternative school has been established for students in grades six through eight. Students whose discipline referrals have resulted in the request for a disciplinary tribunal hearing may be sent to the alternative school as a form of punishment.

DISCIPLINE CODE OF CONDUCT
This code applies to ALL school activities.

Long County Middle 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.

ZERO TOLERANCE - School Board Policy

Any student who does or who is charged with the use, possession, distribution, sale, or being under the influence of alcohol, illegal drugs, controlled substances, look-alike drugs, steroids, or possession of drug paraphernalia on any school premises or at any school function (home or away), and any student who is in possession and/or makes use of a weapon on school campus or at any school function (home or away) which weapon includes, but is not limited to the following: knives; guns; razors; razor blades; pepper spray; explosive devices; any object used to cause injury or death to a person; any chemical, drug, bacterial spore, similar substance, look-alike substance or counterfeit substance; or any student charged with a misdemeanor or any felony shall be suspended for ten days and a student disciplinary panel hearing shall be convened to investigate the incident and report the findings and recommendations to the board of education for final determination of guilt and punishment. Any student with pending drug, alcohol, weapon, or criminal charges will not be readmitted to classes except by action of the Long County Board of Education. Punishment may be suspension for the balance of the school term, and/or permanent expulsion.

Rule 1. 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, and religious slurs; or harassment:

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

Action to be taken:

Penalty is at the discretion of the school administration and may include, but is not limited to, full restitution, in school suspension, out of school suspension, or a student disciplinary panel hearing. Depending upon the severity of the offense, police may be contacted. Prosecution will be at the discretion of the owner of the private property and/or administration.

Rule 2. Bullying/Cyber-Bullying

Zero Tolerance

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

This law and 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)

A conflict between two students may or may not be considered bullying.

1st Offense: Suspension until parent conference

Punishment will be at the discretion of the administration for any further offenses.

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

Rule 3. Cellular Phones/Electronic Devices

Zero Tolerance

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). Any of these devices that are found will be confiscated and held. Any student found with these devices will be disciplined according to the rules in the Discipline Code listed in the agenda.

Consequences:

1st Offense: Warning given by teacher. Verbal parent notification by teacher.

2nd 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. The electronic device must be picked up by the parent.

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

Three (3) days OSS

If a student's electronic device is not claimed by the end of post-planning, it will be discarded and the school will no longer be responsible for it.

Long County Middle School will not assume any liability for lost or stolen cellphones or other electronic devices. NO searches will be conducted for cellphones or electronic devices that are reported lost or stolen.

Rule 4. Cheating

Zero Tolerance

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

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

Zero Tolerance

A student shall not cause or attempt to cause damage to school property.

A student shall not steal or attempt to steal school property.

A student shall not possess, sell, use, or transmit stolen school property.

Willful and intentional damage to school equipment, facilities, or personal property will be repaired or replaced at the expense of the student(s) involved in the damage. Actions, as deemed appropriate, will be taken by the school. Administrators may use a severe misbehavior clause and choose the appropriate discipline if destruction of property occurs.

In order to deter defacing furniture and walls, **no permanent markers are allowed to be brought to school.** Markers to be used in projects at school will be provided.

1st Offense: Three (3) days OSS and parent notification

2nd Offense: Five (5) days OSS and parent notification

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

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

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

Action to be taken:

Penalty is at the discretion of the school administration and may include, but is not limited to, full restitution, in school suspension, out of school suspension, or a student disciplinary panel hearing. Depending upon the severity of the offense, police may be contacted.

Rule 6. Disregard of Directions or Commands

Zero Tolerance

A student shall not fail to comply with reasonable directions or commands of teachers, student teachers, substitute teachers, teacher aides, principals, school bus drivers, or other authorized school personnel:

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

Action to be taken:

Penalty is at the discretion of the school administration and may include, but is not limited to, full restitution, in school suspension, out of school suspension, or a student disciplinary panel hearing. Depending upon the severity of the offense, police may be contacted.

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, property, corridor, or room thereof so as to deprive or attempt 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 Code of Conduct; or
- (l) be on campus or enter the premises of a school without proper authorization of the superintendent, principal, or other school personnel.
- (m) Text or post inappropriate/threatening messages that interfere with the normal function of the school day in any way.

Action to be taken:

Penalty is at the discretion of the school administration and may include, but is not limited to, full restitution, in school suspension, out of school suspension, or a student disciplinary panel hearing. Depending upon the severity of the offense, police may be contacted. Prosecution will be at the discretion of the owner of the private property and/or principal.

Rule 8. Dress Code

A student is expected to exercise good judgment in his/her choice of dress, making sure that it is appropriate for school. Clothing, hairstyle, make-up, etc., must not be distracting, immodest, inflammatory, or offensive.

The determination as to the appropriateness of any item will be made by the faculty and administration, but the following guidelines should be observed:

1. Students are expected to use good personal hygiene at all times.
2. Hem lines, including shorts and skirts, must be at least mid-thigh and extend past the fingertips, and must be appropriate school wear.
3. No halter tops, tube tops, or tank tops may be worn. No sleeveless tops, dresses, nor shirts exposing the underarm or undergarments may be worn by either boys or girls. **Girls may not wear clothing that shows cleavage.** No undergarments may be worn as outerwear.
4. Tops must be worn in such a way as to cover the belt line when sitting or when raising one or both arms above the head. No "see-through" clothing is allowed.
5. Pants must be worn at the waist covering all undergarments. If a belt is worn, it must be fastened at the waist. No spandex or cling-style pants will be allowed. Pants legs must be worn at their full length. Pajamas/lounging pants are not allowed.

6. Shoes must be worn at all times. No bedroom slippers or shoes with heels taller than 2 inches will be allowed at school. Shoes with laces must be tied. No hee-lies or roller shoes are permitted.
7. No dark glasses are to be worn in the building. Prescription glasses are permitted, but a doctor's excuse may be required.
8. No hats will be worn inside the building. No sunglasses, bandanas, do-rags, curlers, or scarves will be allowed. Girls may wear barrettes and hair management devices.
9. Gloves will not be worn in the building.
10. No suggestive designs, emblems, or words on clothing will be permitted, e.g. drugs, or drug paraphernalia, violence, alcohol, profanity, slogans, or signs that may prove to be offensive or interfere in the school's regular operation.
11. Grooming is only allowed in the restroom.
12. Jeans or pants with holes above mid-thigh/fingertip length must have sufficient clothing underneath.
13. Body piercings will not be allowed. Pierced jewelry will be limited to the ears and/or small nose studs only, no exceptions.
14. Any dress or manner of wearing clothing that is considered to be gang related, offensive, indecent, or distracting from the learning environment will not be allowed.
15. No dog collars, chains with locks or bracelets with spikes.
16. No extreme hair colors or haircuts. Designs cut in the hair are allowed but must be kept in good taste (no gang affiliation). Offenders will be assigned ISS.

Students who disregard the dress code policy will be subject to disciplinary action.

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; however, this rule shall not apply to use of a drug as authorized by a medical prescription from a registered physician.

Action to be taken:

- a) Possession, use, or solicitation other than felony offenses: Penalty is at the discretion of the school administration and may include a ten day suspension with a student disciplinary panel hearing or a less severe suspension.
- b) Sell, or attempt to sell, transmit, second offenses, and all felony offenses: Mandatory referral to a student disciplinary panel hearing which may result in long-term suspension or expulsion, as well as a mandatory report to police through the superintendent's office.
- c) A student shall not possess, sell, use, transmit, or solicit any drug-related paraphernalia which includes but is not limited to, pipes; water pipes; clips; rolling

papers; or any other items directly related to drug use. Penalty is at the discretion of the administration and can range from parent notification to a student disciplinary panel hearing which may result in long-term suspension or expulsion.

- d) A student shall not possess, sell, use, transmit, or solicit tobacco products. Penalty is parent notification and disciplinary action.

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:

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

Rule 11. Fighting
Zero Tolerance

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

Anyone involved in a fight, striking another, enticing another to fight by yelling, gesture, or show of support, or similar disturbance will be removed from the situation and will receive consequences for his/her actions.

The administrators reserve the right to determine who started the fight and the severity of the punishment.

Depending upon the severity of the offense, fighting may bring an immediate ten-day school suspension with referral to the student disciplinary panel hearing.

1st Offense: Three (3) days OSS and parent notification, or S.T.A.R.

2nd Offense: Five (5) days OSS and parent notification, or S.T.A.R., and loss of school privileges as determined by the administrator

3rd Offense: Mandatory meeting with parents concerning placement/punishment for student (may include a disciplinary hearing and/or placement in an alternative setting)

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

1. Running to a fight.
2. Interfering with authority trying to break up a fight.
3. Encouraging others to fight, creating a fight situation by carrying messages, and/or anything that is interpreted as causing tension that may lead to a fight.

1st Offense: Three (3) days ISS and parent notification
2nd Offense: Five (5) days ISS and parent notification

Verbal Altercations:

1st Offense: Three (3) days ISS and parent notification
2nd Offense: Three (3) days OSS and parent notification
3rd Offense: Five (5) days OSS with Parent Conference upon return

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

Striking a teacher will result in a ten-day suspension and immediate referral to a discipline tribunal.

Rule 12. Gambling

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

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

Further problems will result in the student receiving longer suspensions and referral to the student disciplinary panel hearing for further action.

Rule 13. Gang Activity

No student may wear, sign, demonstrate, tag, or otherwise make known a gang affiliation or relationship. Long County Middle School is committed to remaining gang-free and will not tolerate gang or gang-like activity.

Action to be taken:

1st Offense: OSS until parent conference
2nd Offense: Five (5) days OSS
3rd Offense: Ten (10) days OSS and a referral to a disciplinary tribunal hearing

Any gang related fighting will result in a 10-day suspension pending a tribunal hearing.

Rule 14. 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.

Action to be taken:

The penalty may range from suspension to a referral to a student disciplinary panel hearing.

Sexual harassment will not be tolerated at LCMS. Inappropriate physical contact, lewd comments, or gestures will not be tolerated. Violations of this type are extremely serious and require very extreme consequences. Sexual harassment or sexual battery is a violation of state law. The school will make an official report of such incidents to the local law enforcement agency.

Rule 15. Insubordination
Zero Tolerance

Students are required to obey the lawful instructions of any member of the professional staff at Long County Middle School. Failure to do so is insubordination.

Insubordination to a teacher, depending on the severity, may result in immediate referral to a discipline tribunal.

Action to be taken:

Penalty is at the discretion of the administration and may range from warnings to suspension to a student discipline panel hearing.

Rule 16. 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 or about school personnel; 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 or which is subversive to good order. This includes items of non-instructional nature such as portable music devices and electronic games.

Action to be taken:

Penalty is at the discretion of the administration and may range from warnings to suspension to a student discipline panel hearing.

Rule 17. 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 will not be permitted at school or school functions. **No inappropriate touching is allowed.**

- 1st Offense:* Warning
- 2nd Offense:* One (1) day ISS
- 3rd Offense:* Two (2) days ISS
- 4th Offense:* OSS until parent conference

Rule 18. Physical or Verbal Abuse, Assault, or Battery by a student on another student or to any 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 toward 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, and religious slurs:

- a) on the school grounds at any time;
- b) off the school grounds at a school activity, function, or event;
- c) when either the alleged perpetrator or the alleged victim is en route to from school activity.

Action to be taken:

Penalty is at the discretion of the school administration and may include, but is not limited to, full restitution, in school suspension, out of school suspension, or a student disciplinary panel hearing. Depending upon the severity of the offense, police may be contacted. Prosecution will be at the discretion of the principal.

Rule 19. 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 at an adult will result in a minimum of two days OSS. Vulgarity directed at others will be at the discretion of the administration.

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 at an adult will result in a minimum of two days OSS. Vulgarity directed at others will be at the discretion of the administration.

Rule 20. 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 attempts, including consideration by the Response to Intervention Team (RtI), have been utilized.

Action to be taken:

Penalty is out of school suspension and student disciplinary panel hearing

Rule 21. 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 drivers' signals to cross the road in front of the bus.
4. Students will remain properly seated at all times.
5. Students will keep head, hands, arms, and legs away from windows and stay confined to their own seat areas.
6. Students will talk quietly. Loud voices and profanity are not allowed. Music may only be played through earbuds or headphones at a reasonable volume that cannot be heard by others.
7. Students will not eat, drink, chew gum, or bring tobacco products on the bus.
8. Students will not bring animals, glass objects, or items too large to hold.
9. Students will help keep their buses clean and in good, safe condition.
10. Weapons of any sort (guns, knives, sharp objects, mace, etc.) are not allowed on the bus.

Students who are transported to and from school by Long County buses are under school jurisdiction from the time they board the bus in the morning until they leave 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 other than a parent checking them out. Should a child need to ride a different bus home, a parent **must** send a signed note to the office with an appropriate phone number where a parent can be reached. Phone calls **will not** be accepted to change buses. No one will be taken off the bus after 2:50.

Ride Guide consequences for bus violations

- 1st offense:* Student/Administration Conference - notify parents
- 2nd offense:* Two (2) day bus suspension - notify parents
- 3rd offense:* Five (5) days bus suspension - notify parents
Administration/Student/Parent Conference required before riding privileges are restored.
- 4th 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. The consequences for bus violations are only a guide. Each offense could result in a shorter or longer suspension and will be at the discretion of each administrator.

Rule 22. Skipping/Unexcused Absences and Tardiness
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 skipping. 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:

1st Offense: Three (3) days ISS and parent conference

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 duly authorized school official; nor shall any student encourage, urge, or counsel other students to violate this rule. A student may not leave school grounds prior to the end of the school day after his/her initial arrival on campus without the permission of a duly authorized school official.

Rule 23. 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 will be suspension from school pending a student disciplinary panel hearing which may result in suspension for the remainder of the year and/or permanent expulsion. Local law enforcement will be immediately notified and charges may be pressed.

Rule 24. Theft

Theft is an offense which will necessitate out-of-school suspension, notification of the parents, and law enforcement 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 on the severity of the offense, local law enforcement may be contacted.

Rule 25. Tobacco
Zero Tolerance

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

Action to be taken:

- 1st Offense:* Three (3) days ISS and parent conference required
2nd Offense: Three (3) days OSS or 30 days S.T.A.R. Tracking and parent notification.
3rd Offense: Five (5) days OSS or 60 days S.T.A.R. Tracking and parent notification.
4th Offense: Ten (10) days OSS and referral to a discipline tribunal

Further problems will result in the student being referred to the Student Disciplinary Panel hearing for further action and/or loss of school privileges as determined by the administrator.

This includes all school sponsored events.

Vape machines will not be returned to students; a parent can pick it up after the last day of school.

Rule 26. 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; poppers; brass knuckles; firecrackers; or cigarette lighters:

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

Action to be taken:

Penalty is at the discretion of the school administration and may include, but is not limited to full restitution, out of school suspension, or a student disciplinary panel hearing. Police authorities will be notified.

TITLE I, TITLE II & Parent/Guardian Right to Know

Title I Part A is a part of the Every Student Succeeds Act (ESSA). This act provides federal funds through the Georgia Department of Education to local educational agencies (LEAs) and public schools. The purpose of the funds is to help ensure that all children meet challenging state academic content and student academic achievement standards. The Title I program offers a variety of services which may include: additional teachers and support staff, extra time for instruction, a variety of supplemental teaching materials/supplies, smaller classes, and additional training for staff.

All schools in Long County follow the guidelines for a School-wide Title I school.

These guidelines include: (1) the identification of the greatest areas of needs; (2) the implementation of school-wide reform strategies that will strengthen the core academic program, increase the amount and quality of learning, provide strategies for meeting the needs of underserved populations, and address the needs of all students; (3) instruction by professional qualified teachers; (4) professional learning for teachers; and (4) parental involvement strategies. Parents will be informed of the school improvement status of the school as well as the level of achievement of their child in each area of the state assessments. Parents also have the right to be involved in the planning and implementation of the parent involvement program at the school.

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

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

If you wish to request information concerning your child's teacher's and/ or paraprofessional's qualifications, please contact the principal, Mrs. Beverly Hill, at (912) 545-2069.

The Teacher/Paraprofessional Qualifications Request Form is located on the school district's website and is available at the Long County Board of Education. For additional information concerning this process, please contact the school principal.

**NOTICE OF RIGHTS UNDER FAMILY EDUCATIONAL
RIGHTS AND PRIVACY ACT (FERPA)**

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

(1) Inspect and review, within 45 days of a request, the education records of a student who is your child, or in the case of a student who is eighteen (18) or older, or those who are emancipated, your own education records. Parents or eligible students should submit to the Superintendent a written request identifying the record(s) they wish to inspect. The Superintendent will make arrangements for the access and provide notice of such arrangements.

(2) Request the amendment of the student’s education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student’s privacy or other rights. To request the school district to amend a record, parents or eligible students should write the school principal, specify the part of the record they want changed, and specify why it is inaccurate, misleading, or otherwise in violation of the student’s privacy or other rights. If the district decides not to amend the record, it will notify the parents or eligible students of the decision and inform them of their right to a hearing. Additional information regarding the hearing procedure will be provided with the notification of the right to a hearing.

(3) Consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that the Act and the regulations promulgated pursuant to the Act authorize disclosure without consent. One exception which permits disclosure without consent is to school officials with legitimate educational interest. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member; a member of the school board; a person with whom the district has contracted to perform a specific task (such as attorney, auditor, or therapist); or a parent or student serving on an official committee (such as a disciplinary or grievance committee). A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his/her professional responsibility. FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31): specified officials for audit or evaluation purposes; appropriate parties in connection with financial aid to a student; organizations conducting certain studies for or on behalf of the school; accrediting organizations; to comply with judicial order or lawfully issued subpoena; appropriate officials in cases of health and safety emergencies; and, state and local authorities, within a juvenile justice system, pursuant to specific State law. Upon request, the school district forwards educational records without prior consent to another school in which the student seeks or intends to enroll.

The Long County School District hereby gives notice that it is our policy to disclose directory information to the public. The Long County School District has designated the following information as directory information:

- Student's name, address, email address and telephone number;
- Student's date and place of birth;
- Grade level;
- Student's participation in official school clubs and sports;
- Major field of study;
- Weight and height of student if he/she is a member of an athletic team;
- Dates of attendance at the Long County School System;
- Honors and awards received during the time enrolled in Long County School System;
- Most recent previous educational agency or institution attended; and
- Video, audio, or film images or recordings of school events.

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. 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.

Unless you, as a parent/guardian or 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 the name, address, and telephone numbers unless parents have advised the school system that they do not want their student's information disclosed without their prior written consent.

You have the right to refuse to allow all or any part of the above information to be designated as directory information and to refuse to allow it to be disclosed to the public upon request without your prior written consent. If you wish to exercise this right, you must notify the principal of the school at which the student is enrolled in writing within 5 days after officially enrolling in school or within 5 days of the date of the release of this notice.

To file a complaint with the United States Department of Education under 20 C.F.R. 99.64 concerning the alleged failures by the Long County School System to comply with the requirements of the Act or the regulations promulgated there under, contact:

Family Policy Compliance Office
 U.S. Department of Education
 400 Maryland Avenue, SW
 Washington, D.C. 20202-4605

**PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)
ANNUAL NOTICE TO PARENTS**

The following information is to inform you of your rights regarding district surveys, collection and use of student information for marketing purposes, and certain physical examinations. These rights include:

1. Consent before students are required to complete a survey, analysis, or evaluation that concerns one or more of the following protected areas if funded in whole or in part by a program of the U.S. Department of Education.
 - Political affiliations or beliefs of the student or student's parent;
 - Mental or psychological problems of the student or student's family;
 - Sex behavior or attitudes;
 - Illegal, anti-social self-incriminating or demeaning behavior;
 - Critical appraisals of others with whom respondents have close family relationships;
 - Legally recognized privileged or analogous relationships, such as with lawyers, doctors or ministers;
 - Religious practices, affiliations, or beliefs of the student or parents; or
 - Income, other than is required by law to determine program eligibility for participation in a program or for receiving financial assistance under such program.

2. Receive notice and an opportunity to opt a student out of –
 - Any other protected information survey, regardless of funding;
 - Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 - Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

3. Inspect, upon request and before administration or use-
 - Protected information surveys of students;
 - Instruments used to collect personal information from students for any of the above marketing, sales or other distribution purposes; and
 - Instructional material used as part of the educational curriculum.

When a student reaches the age of 18 or is an emancipated minor under State law, the parent's rights transfer to the student. The district has adopted policies, in consultation with parents, regarding these rights as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales or other distribution purposes. Parents will be notified of these policies at least annually at the start of each school year and after any substantive changes. The district will also inform parents at the beginning of the school year if the district has identified the specific or approximate dates of

activities or surveys and will provide an opportunity for the parent to opt his or her child out of participating in a specific activity or survey. For activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys and will be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. The following are specific activities and surveys covered under this requirement:

- Collection, disclosure or use of personal information for marketing, sales or other distribution;
- Administration of any protected information survey non-funded by the U.S. Department of Education; and
- Any non-emergency, invasive physical examination or screening as described above.

To file a complaint with the U.S. Department of Education concerning alleged failures by the Long County School District to comply with the requirements of PPRA, contact:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue SW
Washington, DC 20202

Fraud Policy

Purpose: To ensure the reporting of suspicion of fraudulent activity, the Long Board of Education requires employees, clients and providers of confidential channels to report suspicious activities.

Definition: 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 district resources or revenues.

The Long Board of Education thoroughly and expeditiously investigates any reported cases of suspected fraud to determine if disciplinary, financial recovery and/or criminal action should be taken.

Procedures and Responsibilities:

1. Anyone suspecting fraud should report concerns to the Long County School Superintendent or his/her designee at the Long Board of Education at (912) 545-2367.
2. Any employee with Long County Schools (temporary staff, full-time staff and contractors) who receives a report of suspected fraudulent activity must report this information within the next business day. The employee should contact the Superintendent or his/her designee at (912) 545-2367. Employees have the responsibility

- to report suspected fraud. All reports can be made in confidence.
3. The Long Board of Education shall conduct investigations of employees, providers, contractors, and vendors.
 4. If necessary, an individual reporting suspected fraud will be contacted for additional information.
 5. Periodic communication through meetings and/or distribution of written information should emphasize the responsibilities and channels to report suspected fraud.

Assessment Security Notice

Teachers, administrators, and parents depend on accurate, valid, reliable, and timely information about student academic performance on state tests. The test results are used to improve instruction, identify the strengths and weakness of individual students, implement targeted interventions, and to ensure academic success for all students. Testing irregularities, breaches of test security, or improper administration defeat our efforts to improve student achievement. The Long County School System is 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 Department 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
Smiley Elementary School
pkrumnow@longcountyschools.org
(912) 545-2147

Mrs. Beverly Hill - Principal
Long County Middle School
bhill@longcountyschools.org
(912) 545-2069

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

Mrs. Sherry Lester - Principal
Long County High School
slester@longcountyschools.org
(912) 545-2135

Dr. Janet Wilson - Director of Testing, jpoole@longcountyschools.org
912-545-2919 Ext. 7828
Mr. David Edwards - School Superintendent, dedwards@longcountyschools.org
912-545-2367 Ext. 7812

Long County Middle School Parental Involvement

Title I is a federally funded program that provides services to schools based on student economic need. 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 Elementary and Secondary Education Act of 1965 (ESEA). 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 Middle School recommends the following ways to get involved and stay involved with your child's education. LCMS 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 they don't, let your child's teachers, principal, or counselor 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 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, counselor, and school's 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 matter 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 to respond to your needs.
- **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 classroom, have lunch with your child at school, or visit the Parent Center. Your presence matters and shows the school that you are invested in 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.) that is 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 numerous types of information, including homework assignments, class schedules, lesson plans, test dates, and grades on your child's school website. If you don't 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 child development, school standards, and other shared parent concerns. If workshops are not offered regularly, help plan one or suggest ideas to your school counselor 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 stop by a few minutes early to watch your child in action if you are unavailable during the school day. It is also 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.

For additional parental involvement information, please visit www.longcountyps.com or www.doe.k12.ga.us.

Long County School System PERMISSION TO DISPLAY STUDENT PHOTOGRAPH

Student Photograph Release

I hereby grant permission to Long County School System (LCSS) to use, including publicly display, publish, and/or broadcast my student's photograph, video, or audio clip on the LCSS web site, individual school web pages, area newspapers, or in other official LCSS publications without further notice. I acknowledge LCSS right to crop, edit, or treat the photograph, video, or audio clip at its discretion.

I also understand that once my student's photograph, video, or audio clip is published on a web site, it can be downloaded by any computer user, on or off campus. I understand a student's name may be published along with the student's picture.

Therefore, I agree to indemnify, defend, and hold harmless the members of the Long County Board of Education, LCSS, its officers, employees, agents, successors, and assignees (the "Indemnified Parties") from and against any and all claims and liabilities resulting from this publishing.

Permission is granted for the use requested above.

Printed Name of Student Signature of Student Date

Printed Name of Parent or Legal Guardian Signature of Parent Date

Home Room Teacher Grade

I do **NOT** want my child to be photographed and placed on the school web site.

Print Name of Student Date Grade

Signature of Parent Date

FOR WEBMASTER

Copy to Technology Director: _____ Picture Subject/No. _____
Date

PLEASE SIGN AND RETURN TO HOMEROOM TEACHER

Dear Parents:

Thank you in advance for reading the Long County Middle School Handbook and reviewing its contents with your child. Each of your children has been given this handbook. Please verify that your child received the handbook by completing the section below and returning it to your child's homeroom teacher.

Your cooperation is greatly appreciated. Together we can help create an orderly climate in our schools conducive to student learning.

We hope that your child will have a successful year. We are confident that Long County Middle School will help you and your child work through his/her discipline concerns. **Please note this handbook is not all inclusive. There may be times when issues arise that are not addressed and will be handled at the discretion of the administration.**

If you need further assistance with discipline concerns as well as academic concerns, you may contact the principal or the assistant principals of Long County Middle School at (912) 545-2069.

This note acknowledges that our family has received a copy of the Long County Middle School Parent-Student Handbook.

Child's Name _____

Parent's Signature _____

Date _____

O.C.G.A § 20-2-751.5(e) - Any **student handbook** which is prepared by a local board or school shall include a copy of the student code of conduct for that school or be accompanied by a copy of the student code of conduct for that school as annually distributed pursuant to Code Section 20-2-736. When distributing a student code of conduct, a local school shall include a form for acknowledgment of the student's parent or guardian's receipt of the code and the local school shall solicit or require that the form be signed and returned to the school.