LEE COUNTY SCHOOL SYSTEM

Student Handbook and Code of Conduct

Grades 9-12

Learning • Empowering • Excelling

Lee County School System

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Board of Education

Claire Lang, Chairperson
Donna Ford, Vice Chair
Dr. Trey Newell
Jamie McDowell
Fran Walls

Dr. Kathleen Truitt, Superintendent

Mission

The Lee County School System fosters relationships through diverse and challenging educational experiences that cultivate successful citizens.

Beliefs

We believe in…

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

Vision

Learning

Empowering

Excelling

The Lee County School System is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, color, creed, religion, national origin, ancestry, citizenship status, age, sex or gender (including pregnancy, childbirth and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, military service and veteran status, physical or mental disability, genetic information, or any other characteristics protected by applicable federal, state or local laws and ordinances.

Dear Lee Families:

It is with great pleasure and anticipation that I extend a warm and heartfelt welcome to each of you as we prepare to begin the 2026-2027 school year. At Lee County Schools, we are united by our shared commitment of learning, empowering, and excelling.

I am immensely grateful to serve as your Superintendent, and I want to express my sincere appreciation to all of you for choosing to partner with Lee County Schools. As a community, we are devoted to fostering a learning environment where all students can flourish. The school system's success rests on the collaborative efforts of each community member. The collective dedication I witness each day is an inspiration.

As we step into this new school year, I invite you to join me in my efforts to be intentionally invested in our students' success. We have accomplished a lot to advance opportunities and access for our students, but we are not done yet! I invite you to join hands and hearts to create an educational environment where every student finds the tools they need to thrive.

Wishing you a truly extraordinary school year, filled with growth, achievement, and unforgettable experiences. With your partnership and support, we will continue to be intentional in our focus on academics, intentional in shaping well-rounded, capable learners, and intentional in our commitment to student success.

Sincerely,
Kathleen E.K. Truitt, EdD

Lee County School System
School Calendar

2026-2027

JULY 2026

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12	13	14	15	16	17	18
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AUGUST 2026

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SEPTEMBER 2026

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OCTOBER 2026

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NOVEMBER 2026

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DECEMBER 2026

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GRADING PERIODS

1st Nine Wee ks: Aug. 5 -Oct. 7
2nd Nine Weeks : Oct. 13-Dec. 18
3rd Nine Wee ks: Jan. 6-March **12**
4th Nine Wee ks: March 16-May26

IMPORTANT DATES

Aug.5: First Day of School
Sept. 7: Labor Day
Oct. 7: Flexible Learning Day
Oct.8-12: Staff PL & Fall Break
Nov. 23-27: lhanksgMng Break
Dec. 21-Jan. 5: Christmas Break
Jan.6: First Day Second Semester
Jan.18: M LK Jr. Ho liday
Feb. 11 : Flexible Le arning Day
Feb.1 2-16:Staff PL/ Student Break
March 15 : Staff PL/ Student Holiday
April 5 -9: Spring Break
May 26: Last Day of Scho ol

LEGEND

Staff PL (Student Holidays)

Student/Staff Holidays
Early Dismissal
Aill1'Dwof
New Teacher Orientation

"180 Student Days & 10 Staff Days

JANUARY 2027

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FEBRUARY 2027

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MARCH 2027

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APRIL 2027

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MAY 2027

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JUNE 2027

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Parent/Guardian Acknowledgement of Receipt

Please read and review the *2026-27 LCSS Code of Student Conduct* with your child and emphasize your child's role in helping maintain a safe and orderly school learning environment. This handbook also includes important information related to student records, the Family Educational Rights and Privacy Act (FERPA), and other rights and responsibilities. If receiving a paper copy, please sign below to acknowledge that you and your child received this handbook, then detach and return this page to your child's school as soon as possible. If using an online copy, you will use the online verification procedure to verify. Thank you for your support.

For print copies:
It is mandatory that this acknowledgement form be returned, as it will become part of the student's permanent record for the 2026-27 school year.

Student_____Grade _____

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

We have also read and do understand the penalties and consequences pertaining to the Georgia Compulsory Attendance Law (O.C.G.A 20-2-690.1) on page 4 of the handbook. I understand that the Social Services Coordinator, if needed, will file proceedings in court to enforce this law.

_____ _____

(Student Signature) (Date)

_____ _____

(Parent/Guardian Signature) (Date)

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Note: Check website for updates to Code of Student Conduct – www.lee.k12.ga.us

STUDENT CODE OF CONDUCT – INTRODUCTION

It is the purpose of the Lee County Board of Education to operate each program and school in a manner that will provide an orderly process of education and that will provide for the welfare and safety of all students attending schools within the district. The intent of this handbook, as well as the enforcement of its rules, is to ensure the presence of a safe, friendly and engaging atmosphere in which students and school personnel work cooperatively toward mutually recognized and accepted goals. The Lee County Board of Education has established a comprehensive Code of Conduct that focuses on creating a supportive, safe, secure, and equitable learning environment while promoting the academic, social, and emotional development of students. Lee County Schools' approach to student conduct reflects our commitment to understand and address the causes of student behavior and teach students appropriate behavior while providing a safe and secure learning environment for all students. The Lee County Board of Education's Code of Conduct was designed and created to comply with the progressive discipline processes set forth in O.C.G.A. §20-2-735, which states that discipline will be in proportion to the severity of the behavior leading to the discipline, that the previous discipline history of the student during the current school year and other relevant factors will be taken into account, and that all due process procedures required by federal and state law will be followed. Furthermore, acting in the best interest of this community, the policy of the Lee County Board of Education is to require the principals, faculties, staff members, students, parents and guardians to adhere to and to comply with this Code of Student Conduct.

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

The Lee County School System utilizes the Georgia Multi-Tiered System of Supports (GaMTSS) framework, which focuses on prevention and early intervention to set students up for success in academics, behavior, and well-being. Clear behavioral expectations for students and staff are taught, recognized, and reinforced to create and maintain a positive school climate.

ACCREDITATION

All Lee County Schools are accredited by Cognia and Georgia Accrediting Commission.

EQUAL EDUCATIONAL OPPORTUNITIES

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

DUE PROCESS

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

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

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

EXPECTATIONS

Each student may expect that Lee County Schools will:

1. Provide a free quality public education.
2. Provide a safe learning environment.
3. Ensure that all students are treated courteously, fairly, and respectfully.
4. Address all complaints and concerns brought to the attention of school personnel and school staff.
5. Inform students of the Code of Conduct and of disciplinary procedures related to disciplinary actions and/or appeals.

Each student is expected to:

1. Read and become familiar with this Code of Conduct.
2. Behave in a responsible manner at school, on school buses, at school bus stops, and at all school related functions on or off campus.
3. Demonstrate courtesy and respect for others.
4. Attend all classes, regularly and on time.
5. Prepare for each class, take appropriate materials to class, and complete assignments.
6. Follow all District rules and cooperate with school staff and volunteers in maintaining safety, order, and discipline.
7. Communicate with his or her parent/guardian about school academic progress.

Lee County Schools will:

1. Ensure that parents or guardians are treated respectfully by school principals, teachers, and other staff.
2. Provide access to information regarding their student and Lee County School District's policies and procedures.
3. Promote and encourage active participation in their student's education.
4. Promptly notify parents or guardians if a student is disciplined and inform parents of procedures related to disciplinary actions and/or appeals.
5. Inform parents or guardians about their student's academic and behavioral progress.
6. Provide access to information about Lee County School District's policies and procedures.

Each parent/guardian is expected to:

1. Read and become familiar with this Code of Conduct.
2. Make sure their student attends school regularly, on time, and notify the school before the school day if their student is going to be absent.
3. Give the school accurate and current contact information and inform/update the contact information when and if it changes.
4. Inform school leaders of any concerns in a respectful and timely manner.
5. Work with the school principal, teachers, and other staff to address any academic or behavioral concerns regarding their student.
6. Communicate with their student about the behavior that is expected at school.
7. Support their student's learning and school activities.
8. Be respectful and courteous to staff, other parents, guardians, and students.
9. Respect the privacy rights of other students.
10. Give school any and all information to assist with the welfare and education of the student and the safety of operations.

ADDITIONAL BEHAVIOR REQUIREMENTS

The District may enforce campus, classroom, or club/organization rules as well as those recorded in the student handbook. Additional rules may be listed in the student and campus handbooks, be posted, or distributed in classrooms, or be published in extracurricular handbooks, state or national organization bylaws, and/or constitutions. Sponsors and coaches of extracurricular and or co-curricular activities may require and enforce additional standards of conduct for student participation in extracurricular/co-curricular activities. Expectations of behavior applied for an extracurricular or co-curricular activity are independent of the Student Code of Conduct. Violations of these expectations for behavior that are also infractions of the Student Code of Conduct may result in disciplinary actions being applied to the student, including but not limited to, the student being removed from participation in extracurricular/co-curricular activities, exclusion from school honors, suspension, and expulsion for violation of the Student Code of Conduct. These additional expectations will be communicated by the schools through phone, internet and/or physical distribution of guidelines.

DISCIPLINARY PROCEDURES

The Code of Conduct governs students' behavior on school property and off school property at a school or district event. The Code of Conduct also governs student behavior off school grounds at a non-school activity, but where the misconduct constitutes a potential danger to school, students, and/or staff, or causes a disruption of school operations. Finally, the Code of Conduct also governs any student conduct that constitutes a violation of the Student Code of Conduct en route to and from schools, en route to or from any school or district event, while on the bus, and/or while at the bus stop.

Disciplinary action will be progressive, will be grounded in the professional judgment of teachers and administrators, and may, depending on the circumstances, include a range of alternative resolutions, including positive corrective techniques. Disciplinary action will consider, without limits, the severity of the infraction, the student's age and grade level, the frequency of the student's misconduct in total, the student's attitude, the student's actions through the lens of possible self-defense, the impact of the conduct on the school environment, intent or lack of intent at the time the student engaged in the conduct, and necessities of law (including, without limitation, IDEA and Section 504). Because of these factors, discipline for a particular violation (unless otherwise specified by law) may bring into consideration a wide range of resolutions. Principals or designees will have the authority to assign disciplinary consequences based on conduct related to specific occurrences.

When a violation of the Code of Conduct is conveyed or suspected, the principal or designee will determine whether an investigation is warranted and, if so, will instruct appropriate personnel to implement an investigation. The investigation, where possible, should include interviews with alleged perpetrator(s), identified witnesses, teacher(s), staff members, and others who could have pertinent information. When possible, written statements may be requested from all individuals who are interviewed. Video surveillance, if available and relevant, may be reviewed and secured. Principals and Assistant Principals have the responsibility and authority to question students for the purpose of maintaining a safe and orderly school environment. Parental consent and notification is not required prior to questioning and/or obtaining written statements from students.

At an appropriate time during the investigation, the parent or guardian will be notified. If the incident involves injury or a need for immediate medical care arises, appropriate medical attention will be provided, and the parent or guardian notified as soon as is practicable. The principal and his/her designee should also immediately inform parents/guardians when students are removed from the school setting by emergency medical or law enforcement personnel. The principal has the authority to assign In-School Suspension or Out-of-School Suspension for 10 days or less. Questions regarding In-School Suspension or Out-of-School Suspension should be directed to the school administration.

The determination of whether a student has violated the Code of Conduct will be founded solely on a majority of the evidence, which means that it is more likely than not based on all of the evidence available that the student did violate

the Code of Conduct. Once it has been determined that the student did have an infraction in violation of the Code of Conduct, the administrator will follow the progressive discipline process.

JURISDICTION OF THE BOARD OF EDUCATION

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

A student whose conduct off campus could result in the student being criminally charged with a felony and which makes the student's continued presence at school a potential danger to persons or property at the school or which disrupts the educational process may be subject to disciplinary action, up to and including a referral to a disciplinary tribunal.

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

STUDENT ATTENDANCE

School administrators are required under state law to enforce compulsory school attendance laws. Regular attendance by students facilitates the development of the skills and knowledge necessary to function in today's society.

It is the belief of the Lee County Board of Education that regular school attendance is important to all students and to the school system. Course content and grading procedures should be structured so that regular attendance is necessary in order to successfully complete course requirements.

Subject to parental guidance, each student must be responsible for his/her own attendance. Administrators and teachers will make every effort to encourage regular attendance by students and to solicit assistance from parents and guardians in accomplishing this objective.

An absence is defined as non-attendance (except for in-school activities excused by school authorities) in a regularly scheduled class or activity regardless of the reason for such non-attendance.

Homeless (Displaced) and Unaccompanied Youth

Under the federal McKinney-Vento Homeless Assistance Act, students who lack a fixed, regular, and adequate nighttime residence may qualify for educational supports and protections.

A student may be considered homeless (displaced) if they are:

- Living in a shelter, motel, hotel, campground, or transitional housing;
- Living in a car, park, public space, abandoned building, bus or train station, or similar setting;
- Temporarily doubled-up with family or friends due to loss of housing, economic hardship, or a similar reason;
- Living in housing that is inadequate, substandard, or unstable.

An unaccompanied youth is a student who meets the definition of homeless and is not in the physical custody of a parent or legal guardian. This may include youth who have run away, been asked to leave home, or whose parent or guardian is unable to provide housing.

Students who qualify under McKinney-Vento have the right to immediate school enrollment, the ability to remain in their school of origin when in the student's best interest, and access to transportation and other educational supports.

Families who are experiencing housing instability or believe their child may qualify for services may contact Mrs. Lisa Bailey, Homeless Liaison, at 903-2100 for assistance and determination of eligibility. All information will be handled with sensitivity and confidentiality as required by law.

STUDENT ATTENDANCE PROTOCOL

Georgia's Compulsory School Attendance Law – Family Information (Grades K–12)

Georgia law requires students between the ages of six and sixteen to attend school regularly. Students must be enrolled in and attend a public school, private school, or a state-approved home study program. Regular attendance is essential for learning at all grade levels. In the early grades, consistent attendance supports the development of foundational skills, while in middle and high school, attendance directly impacts course credit, academic progress, and graduation readiness.

Parents, guardians, or other adults who have control or charge of a student are responsible for ensuring that the student is enrolled and attends school each day unless an absence is excused. As students grow older, they also share responsibility for attending school regularly and arriving on time. Excused absences may include illness, medical appointments, court appearances, military or National Guard testing or physical examinations, and other reasons approved by the school in accordance with state and local guidelines.

Schools monitor attendance and are required by Georgia law to respond when concerns arise. In alignment with current attendance guidance and Senate Bill 123, schools focus on early communication and supportive intervention. When a student begins to miss school, the school may contact the family to understand barriers to attendance, review attendance patterns, and involve a school-based support or attendance team. Strategies may differ by grade level but are intended to help students return to regular attendance as quickly as possible.

When a student accumulates five unexcused absences, the school is required by law to notify the parent or guardian in writing. This notice explains compulsory attendance requirements, possible legal consequences, and available school or community supports. Parents or guardians and students who are ten years of age or older are asked to acknowledge receipt of this information. If the school is unable to obtain a signature after reasonable attempts, the notice may be sent by mail to meet legal requirements.

Georgia law emphasizes that absenteeism alone should not result in exclusion from school. Students may not be expelled solely due to attendance concerns. Schools are expected to continue providing instruction, monitoring progress, and documenting interventions. Court involvement is considered a last resort and is only pursued after required notifications have been provided and reasonable school-based efforts to support attendance have been made.

If attendance concerns continue despite interventions, Georgia law allows for referral to the court system. In such cases, a parent or guardian may be held legally responsible for failure to comply with compulsory attendance requirements. Possible consequences may include fines, community service, or other court-ordered actions. Each unexcused absence that occurs after required notice may be considered a separate violation. Educational services for the student continue as required by law.

Our schools believe that attendance challenges are often connected to real-life circumstances and that the best outcomes occur when schools and families work together. Families are encouraged to communicate with the school as early as possible if attendance concerns arise so that appropriate supports can be provided and students can remain engaged and successful in school.

While regular attendance is essential, a sudden, unexplained, or persistent refusal to attend school, particularly in younger students or students with disabilities, may indicate a safety concern. Parents, teachers, and counselors are encouraged to report such changes to the school social worker for follow-up, which may include a structured interview to rule out bullying, harassment, or abuse. Such referrals shall not be treated as disciplinary matters

Attendance and Instructional Time

In accordance with Georgia State Board of Education Rule 160-5-1-.10, a student must be present for at least one-half of the required instructional time in order to be counted present for that school day.

For all grade levels (K–12):

- A student must be present for half of the instructional day to be counted as present for the day in state attendance records.
- If a student is present for less than one-half of the instructional day, the student is counted absent for that day for state reporting purposes.

These standards are required for accurate state attendance reporting, FTE funding eligibility, and calculation of attendance-related components of the CCRPI. Attendance coded in the student information system must reflect whether the student met these instructional time requirements in order to be included in the school's official attendance totals.

A student enrolled full-time in the Lee County School System must be present for half of the school day in order to participate in any school-sponsored extracurricular or interscholastic activity.

Student Withdrawals for lack of attendance

With no proof of enrollment in another school, another LEA, private school, or home study program, an LEA can withdraw a student from a school after ten consecutive unexcused absences; however, the Lee County Procedures for Student Withdrawals should be followed for proper coding of the withdrawal. Each superintendent or superintendent's designee shall use due diligence to notify the parent, guardian, grandparent or other person if the LEA plans to withdraw such students. The superintendent of the LEA or the superintendent's designee shall document a minimum of three attempts to contact the parent, guardian, grandparent, or "other person" for the explicit purpose of holding a withdrawal conference.

School System Procedures

The school system will monitor student attendance daily.

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

Each school will establish an Attendance Support Team, (AST) which will be chaired by each school's Principal/Assistant Principal and include as its members the Coordinator of Student and Family Services and faculty having direct contact to the specific student(s) to be discussed. School Resource Officers will also be invited to participate, as appropriate. Each

school's AST will meet regularly and be responsible for implementing and monitoring attendance requirements to reduce tardy days, early withdrawals, and truancy. Parents/guardians shall be invited to and encouraged to attend these meetings.

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

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

After five (5) unexcused absences, attendance postcards/letters will be sent to parents by the school informing them of the amount of absences incurred by students.

Students Counted Present in Special Circumstances

The following situations are considered special circumstances in which a student may be counted present even though the student is not physically attending regular classroom instruction. These situations are limited in scope and, unless otherwise required by law, must be approved in writing by school-level administration prior to the absence in order to be counted as present.

Students may be counted present when:

- Participating in school-approved field trips, co-curricular or extra-curricular activities, or programs sponsored by 4-H that have received prior written approval from school administration. Serving as an official page of the Georgia General Assembly, with documentation and prior administrative approval.

In accordance with state law, a foster care student who attends court proceedings related to his or her foster care placement shall be counted present and shall not be recorded absent, either excused or unexcused, for any day or portion of the day missed for this purpose. Documentation may be required; however, prior administrative approval is not required in these instances. Requests for prior approval must be submitted in writing to the school principal or designee at least five (5) school days in advance of the anticipated absence and must include the date(s), purpose of the activity, and supporting documentation. Approval is not guaranteed and will be provided in writing if granted.

Excused Absences

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

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

Additionally, the school principal may allow excused absences for the following:

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

In these cases, students cannot already have absences in excess of 10 days. These absences must be pre-approved by the principal or designee in order to be excused. The parent or guardian must submit a request in written form to the principal outlining the travel opportunity and benefit of the absences. The principal shall ensure that an accurate record of all such absences is maintained and verified. The final decision to excuse such an absence(s) rests with the principal.

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

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

Tardiness, Late Arrivals, and Early Dismissals

- Students are expected to be in their assigned classrooms and ready to begin when the bell rings. Students who arrive after the school day has started must report to the main office to check in before going to class.
- Parents are encouraged to schedule medical, dental, and other appointments outside of school hours whenever possible.
- Car trouble and similar routine transportation issues will be recorded as unexcused tardies.
- Students who must leave school before dismissal due to a valid reason must be checked out through the main office and signed out by a parent or guardian. Telephone calls or notes will not be accepted in place of in-person sign-out.
- Tardies and early dismissals for medical appointments will be excused only when appropriate medical documentation is provided.
- Repeated tardiness, excessive late arrivals, or frequent early dismissals may be addressed under the district's attendance protocol and could result in action related to habitual truancy. All tardies and early dismissals are recorded and become part of the student's attendance record.

When Attendance Is a Concern

Our Commitment
In accordance with Georgia law and Senate Bill 123, the district emphasizes early intervention, documentation, family engagement, and supportive responses to attendance concerns. Students may not be expelled solely due to absenteeism. Court involvement is used only as a last resort after reasonable, documented efforts to support attendance have been implemented

Step 1: Early Support and Communication
Schools monitor attendance daily and begin outreach as soon as unexcused absences occur or when attendance patterns indicate concern. Consistent with the district attendance protocol, families may be contacted by phone, email, ParentSquare, or written notice. The purpose of Step 1 is early identification, communication of attendance expectations, and problem-solving to address barriers to attendance. Teachers and school staff may review attendance data, clarify excused versus unexcused absences, and provide initial school-based supports to prevent further absences and escalation. All communication and interventions are documented.

Step 2: Attendance Support Team (AST) Meeting
When a student reaches eight (8) unexcused absences, or when attendance data shows the student is approaching chronic absenteeism (missing 10% or more of instructional days for any reason), the school advances to Step 2 of the

attendance process. Prior to this step, teachers and the school counselor have implemented and documented early interventions. At Step 2, the school counselor contacts the Coordinator of Student and Family Services and coordinates a formal Attendance Support Team (AST) meeting with the parent or guardian. The AST includes, at a minimum, an administrator, school counselor, Coordinator of Student and Family Services, and the parent or guardian. Student participation may be requested when appropriate based on age and circumstances. During the AST meeting, the team reviews attendance history, prior documented interventions, and contributing factors impacting attendance. A documented Attendance Improvement Plan (AIP) is developed. Interventions may include school-based supports and referrals to community or outside agencies, such as CHINS services, mental health supports, or other family resources, to address identified barriers. Attendance progress is monitored, and interventions are adjusted as needed.

Step 3: Compliance Review and Escalation

If attendance concerns continue and a student reaches fifteen (15) unexcused absences, or if chronic absenteeism persists despite documented interventions, the attendance process advances to Step 3.

At this stage, the school counselor refers the case to the Coordinator of Student and Family Services, who acts i in the capacity of the Attendance Officer, to conduct a formal compliance review. This review includes examination of attendance data, prior interventions, parent communication, and implementation of the Attendance Improvement Plan. Based on the compliance review, the Coordinator of Student and Family Services determines appropriate next steps, which may include additional school-based or community supports, referral to outside agencies, or escalation to the court system when required to ensure compliance with Georgia's Compulsory Attendance Law. Court referral is considered a last resort and occurs only after required notifications and documented interventions have been completed.

Parent Excused Absences

Parents or guardians are responsible for reporting the reason for a student's absence. To be considered excused, a written explanation must be submitted within three (3) school days of the student's return to school. A parent excuse may be provided in one of the following ways: a signed written note sent with the student, a ParentSquare message to the student's homeroom teacher, an email to the homeroom teacher, or a fax sent to the school.

Parent or guardian excuses may be used for up to ten (10) school days per year. After the tenth (10th) parent-excused absence, additional absences will be recorded as unexcused unless valid medical documentation or other approved documentation is provided.

All excuses must include the student's full name, the date(s) of the absence, and the reason for the absence. The principal or system attendance officer may request additional documentation to determine whether an absence qualifies as excused.

Excused absences may include, but are not limited to, documented medical appointments or illness; court appearances; religious holidays; military or National Guard obligations; required government appointments; death or serious illness of an immediate family member (parent or guardian, sibling, grandparent, foster parent, or another adult living in the home in a parental role); school-approved activities or college visits for secondary students; and emergencies approved by school administration.

Important: Not all absences are automatically excused. Absences may be recorded as unexcused if documentation is not submitted within the required timeframe, if the reason does not meet excused criteria under state or local guidelines, or if the annual limit for parent-excused absences has been exceeded.

In case of extended illness, hospitalization or injury, the parent should apply for hospital/homebound service. Hospital homebound service should be applied for immediately when absences of ten (10) days or more are anticipated for the student. The student's principal along with the school counselor can assist with this process. For more information on Hospital Homebound, please refer to the following link: https://www.lee.k12.ga.us/departments/social-services

Absences Due to Pregnancy
A student who is or becomes pregnant during the school year is expected to continue attending school unless a licensed treating physician provides written medical documentation stating that the student is unable to attend due to pregnancy or a pregnancy-related condition.

If a physician determines that the student is medically unable to attend school, the parent or guardian may submit a written Request for Homebound Services along with the required medical documentation. Homebound services will be considered and, if approved, provided in accordance with district procedures and state guidelines.

Excused absences related to pregnancy or pregnancy-related conditions will be treated the same as any other medically excused absence. Missed work may be made up under the same terms and requirements applicable to all excused absences. Upon return to school, the student may be required to provide updated medical clearance if applicable.

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

Make-Up Work
If a student is absent for any excused reason, the student shall make arrangements with the teacher within three school days after he/she returns to school to make up missed work. In making arrangements for make-up work, the teacher should consider the type of illness, the length of time absent, and the amount of make-up work due in all classes.
Long term assignments such as research papers, special projects, etc. are due on or before the due date even if the student is absent on the date the assignment is due. In unusual cases, extenuating circumstances will be given consideration.

Dexter Mosely Act/Homeschool Students
Under the Dexter Mosely Act (Senate Bill 42), home study students in grades 6 through 12 are eligible to participate in extracurricular and interscholastic activities in the Lee County School District. In order to participate, home study students must be homeschooled for at least 12 months prior to registration and complete at least one qualifying course during any semester the student participates in an activity. A "qualifying course" means an on-site class, an online course facilitated by Lee County School District or a dual enrollment course. Participation is only available at the public school a home study student would attend based on his or her address.

To enroll a home study student in at least one Lee County School course, the online registration process must be followed and all required documents provided. Refer to the specific items needed for new student registration posted on our website in order to ensure all of the required paperwork is in order. Families interested in enrolling under the Dexter Mosely Act must complete the same online enrollment application as full-time Lee County School System students.
When completing the Student Demographics Section of the application, please check the box labeled *"Is this student enrolling under the Dexter Mosely Act (For Homeschool Students)?"*. Registration must take place at least 30 calendar days before the first school day of the semester in which a home study student will enroll in a qualifying course.

Child Abuse and Neglect
Georgia law and local protocol states employees of the Lee County School System report any suspicion of child abuse or neglect to an administrator/designee or their supervisor (click here for policy).

Supervision of Students at School
Students are under the supervision of school staff during the school day. The school is not responsible for students on school grounds during any time other than the school day or during school-sponsored events after the school

day.
Schools are not responsible for supervising students more than 30 minutes before the start of the school day each morning.

Student Supervision

- 9th Grade Campus: 7:30 AM – 3:30 PM
- Lee County High School: 7:45 AM – 3:45 PM
- Transitional Learning Center: 7:45 AM – 3:45 PM

School Counseling Services

Students may experience personal, social, or emotional concerns that can impact their learning and overall well-being. Schools have a responsibility to provide a comprehensive guidance and counseling program that supports students' academic, social, and emotional development. School counseling services are designed to help students develop skills, address concerns, and access resources that promote success in school and beyond. Information and support are provided in an objective, developmentally appropriate manner.

As part of the comprehensive school counseling program, school counselors provide classroom guidance lessons aligned with state standards and student needs. These lessons may address topics such as academic skills, social-emotional learning, safety, personal boundaries, and healthy decision-making. In accordance with Georgia law, schools will also provide instruction required under Erin's Law, which is designed to help students recognize unsafe situations, understand personal safety, and know how to seek help from a trusted adult. Parents or guardians who wish to have their child opt out of Erin's Law instruction should communicate this request directly with the school counselor.

School counselors may also offer small-group counseling to support students with shared needs, such as attendance concerns, social skills, coping strategies, or academic engagement. Small groups are short-term, goal-focused, and supportive in nature. Once classroom guidance lessons or small-group counseling opportunities are planned, the school counselor will reach out to families to share additional details, including the purpose and focus of the group when applicable.

The school counseling program is intended to complement instruction and support families by providing proactive, preventive, and responsive services that help students thrive academically and personally.

MEDICATION

Prescription Medications

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

- Contact the nurse at your student's school in order to discuss the procedure.
- Once approved, complete the district approved form.
- The parent/guardian or student (age appropriate) must transport medication to the health clinic or main office immediately upon arrival to school. Controlled medications should not be transported on the bus.
- The first dose of any new medication or new dosage must be given at home where the parent/guardian can monitor for potential side effects and adverse reactions.
- A nurse is not always available to assist in the administration of the medication; therefore, the student may be assisted by an adult designated by the principal.
- Medication that is prescribed to be taken once, twice, or three times a day will not be given at school unless the physician specifically states a time during the school day which it is to be given. (e.g. an antibiotic and/or other medication which is to be given three times daily should be given before the

child leaves for school, when he/she gets home, and at bedtime)

- If medication is required at lunch daily (e.g. medication for ADD), the physician must specifically state time to be given on prescription.
- Prescription medications must be in the original prescription bottle, clearly labeled with the student's name, physician's name and contact information, medication name and strength, amount given per dose, route and time of administration, and dispensing pharmacy. We request that you ask the pharmacist to give you two labeled prescription bottles so that you have one bottle at home and one at school.
- The school staff will have the right to refuse to give medication that is questionable or expired.
- Narcotic and/or other prescription pain medications (e.g. Tylenol with codeine, hydrocodone, etc) will not be administered at school and the student cannot be at school under the influence of such medications.
- The prescribing physician must complete and sign, along with a parent/guardian, an Authorization to Give Medication at School in order for school staff to administer medication.
- The parent/guardian is responsible for notifying the school of any changes in the administration of his/her student's medications. A new Authorization to Give Medication at School is required for any change in medication given at school.
- If these procedures are not followed, medication will not be dispensed at school.
- Unused medication will be disposed of unless picked up within one week after the medication is discontinued and/or at the end of the school year.

Over-the-Counter, Non-Prescription Medication

- All over-the-counter medications must be provided by the parents/guardians.
- Medications will only be administered within the parameters of the directions on packaging and for the complaints specified by the parent/guardian on the district approved form.
- School staff will not administer OTC medication for more than 5 consecutive school days without a note/order from their medical provider.
- Unused medication will be disposed of at the end of the school year unless picked up by parent/guardian.
- All students who carry medication must adhere to the code of conduct re: sharing medications, selling meds, etc.

9-12 th Grade:

- High school students may carry medications in the following categories with them during the school day, field trips or other school-related activities.
    - acetaminophen
    - antacids
    - aspirin
    - cough or throat lozenges
    - ibuprofen
    - Midol
    - oral/topical antihistamines

Parents of middle and high school students who do not wish for their student to carry their own OTC medications have the option of storing these medications in the school health clinic to be administered by school health staff. They will be administered only with signed parental permission provided on the completed district-approved form.

Transitional Learning Center (TLC)

- Students are not permitted to carry any medications on their person.
- All over-the-counter medications must be provided by the parents/guardians.

- All medications must be stored in the clinic and will only be administered with parental permission provided on the district approved form.
- Medications will only be administered within the parameters of the directions on packaging and for the complaints specified by the parent/guardian on the district approved form.
- School staff will not administer OTC medication for more than 5 consecutive school days without a note/order from their medical provider.
- Unused medication will be disposed of at the end of the school year unless picked up by parent/guardian.

Health Records

Georgia Law requires that every student enrolled in Georgia public schools have a valid Certificate of Immunization (GA Form 3231) on file. Non-compliance of this law will prevent the child from attending school unless a Religious Exemption for school immunization is provided. Out-of-state transfer students are given a reasonable grace period to furnish the school with the appropriate Certificate of Immunization. Vaccinations and vaccination records may be obtained from the County Health Department or from your private physician.

Georgia Law also requires that all children enrolled in a pre-kindergarten program or public school must have a Certificate of Vision, Hearing, Dental, and Nutrition Screening (Form 3300/EEDN). Your local health department or physician can conduct these screenings and complete this form. Out-of-state transfer students are given a reasonable grace period to furnish the school with the appropriate certificate.

SECURITY OF STUDENT RECORDS

Family Educational Rights and Privacy Act (FERPA)

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

- 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 aged 18 or older, your own education records (FERPA rights transfer to the student at age 18 or upon enrollment in a postsecondary institution). Parents or eligible students should submit to the Superintendent a written request identifying the record(s) they wish to inspect. The Superintendent will make arrangements for access and provide notice of such arrangements.
- 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 to 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.
- 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 or company with whom the district has contracted to perform a specific task (such as attorney, auditor, or therapist or online educational services, such as electronic data storage; or a parent or student serving on an official committee (such as a disciplinary or grievance committee) or assisting another school official in performing his or her tasks. The district allows school officials to access only student records in which they have a legitimate educational interest. School officials remain under the district's control with regard to the use and maintenance of personally identifiable information, which may be used only for the purposes in which disclosure was made and cannot be released to other parties without authorization. Upon request, the school district forwards educational records without prior consent to another school in which the student seeks or intends to enroll.

- The Lee County Board of Education has designated the following information as directory information:
    - Student's name;
    - Student's month and day of birth;
    - School at which student is enrolled;
    - Student's participation in official school activities and sports;
    - Weight and height of athletic team members used in information for the public;
    - Dates of attendance at schools within the district;
    - Honors and awards received during the time enrolled in the Lee County School System;
    - Photograph used to publicize awards, honors, extracurricular activities, or school promotions;
    - Grade level

Unless a parent/guardian or eligible student notifies the principal that this information not be designated as "directory information" for the individual student, 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. Parents/guardians/eligible students who wish to exercise this right must notify the principal of the school at which the student is enrolled in writing within ten (10) days after officially enrolling in school or within ten (10) days of the date of the receipt of this notice.

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

Protection of Pupil Rights Amendment (PPRA)

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

A. The administration of any survey containing one or more of the following items:
    a. Political affiliations or beliefs of the student or the student's parent;
    b. Mental or psychological problems of the student or the student's family;
    c. Sexual behavior or attitudes;
    d. Illegal, anti-social, self-incriminating, or demeaning behavior;
    e. Critical appraisals of other individuals with whom respondents have close family relationships;
    f. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, administers;
    g. Religious practices, affiliations, or beliefs of the student or student's parent; or
    h. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program), without prior written consent of the parent or eligible student.
B. Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).

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

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

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

LUNCHROOM PROCEDURES

Free/Reduced Lunch Forms: LCSS operates under the National School Lunch & School Breakfast federal program. Applications are provided to each student for their families to apply for free or reduced lunches. Applications must be filled out completely and returned for approval each year, or applications can be filled out online at www.schoolcafe.com – apply for benefits.

LCHS 9th, LCHS & TLC: Lunch: $3.00 full pay, $0.40 reduced; Breakfast: $1.75 full, $0.30 reduced; Extra Milk: $1.00.

To encourage good nutrition, breakfast and lunch are offered daily. Meal prices are available at www.lee.k12.ga.us under Departments-Food Services. Students desiring to purchase an additional lunch must pay the adult price. Students are responsible for disposing of their trash properly and leaving their table and chair in an orderly arrangement. **Students are not allowed to leave campus for lunch.** Students may bring a lunch from home, but students may not send out for lunch, accept delivery of food from off campus, or enter classrooms after checking in with a bag of food. **The parking lots are off limits during school hours.**

Money paid to charge lunch may only be used to purchase school lunches.

Students will not be allowed to charge over $23.75 for meals in the cafeteria. By allowing charges up to $23.75, students will continue to receive breakfast and lunch for a reasonable grace period in the event they forget to bring their money. After students have reached their charge limit, they will receive an alternate meal consisting of a sandwich and milk.

Although the Food Service program will make attempts to notify parents of account shortages, it is the responsibility of the parent to check account balances. Additional action will be taken if charges remain unpaid. The charge/no charge policy will be enforced to eliminate unnecessary debt within the School Nutrition Program. Federal Law prohibits anyone being in debt to a School Nutrition Program (2 CFR § 200.426 and applicable USDA regulations (7 CFR Part 210)).

Discipline of Students with Disabilities

The discipline of students receiving services and/or accommodations under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act is subject to applicable state and federal laws, in addition to the Lee County School System Code of Student Conduct. To the extent any conflict exists, state and/or federal law will prevail. In accordance with the law, the Code of Student Conduct shall apply to all students unless a student's Individualized Education Program (IEP) or 504 Plan specifically states otherwise.

Progressive Discipline Procedures

When it becomes necessary to impose consequences for disciplinary infractions, school administrators and teachers will follow a progressive discipline process. The degree of consequence to be imposed by each school official will be in proportion to the severity of the behavior of a particular student and will consider

the student's discipline history, the age of the student, and other relevant factors.

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

- Warning and/or conference with a school administrator, counselor, or social worker
- Loss of privileges
- Removal from class or activity
- Notification of parents
- Parent conference
- Work assignment
- Detention / Lunch Detention
- In-school suspension (ISS)
- Short term suspension out of school (OSS)
- School bus suspension (for infractions occurring on school buses)
- Placement in the Transitional Learning Center (alternative education program – grades 6-12)
- Referral to a disciplinary tribunal for alternative placement, long-term suspension, or expulsion
- Suspension or expulsion from the school bus
- Saturday School (grades 9-12)
- Night School (grades 6-12)

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

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

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

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

DEFINITION OF TERMS

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

Lunch Detention
A requirement that the student report to a specified location during lunch to eat in an area that is isolated

from other students or interaction to make up work or time missed, or to spend their lunch in quiet reflection as a consequence for a minor discipline infraction.

Saturday School

A requirement that the student report to school Saturday morning at the required time, then spend up to three hours at school in detention or a remediation class. Saturday School may be used as a disciplinary measure in lieu of serving In-School Suspension, or as an academic remediation tool to make up lost work or to improve on a failed assessment. Students who fail to appear for Saturday School (especially for disciplinary measures) will receive further consequences.

In-School Suspension

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

Short-Term Out of School Suspension (OSS)

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

Students assigned OSS for most offenses will have the option for making up work at 70% credit. Students should complete make-up work to ensure academic progress. The student is responsible for making the arrangements with each subject teacher for make-up work. If arrangements are not made or work is not completed, grades will then be closed on missed work, and any incomplete work will be recorded as a zero. Assignments that have been assigned over a period of three or more days prior to the student's absence are due according to the teacher's specifications to the class.

Transitional Learning Center (TLC)

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

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

Students are prohibited from driving to, on, or from the TLC campus. Students in the academic section of TLC with the proper parking permits from the high school are permitted to drive to the high school, then ride the transfer bus to and from TLC. Students in the discipline section of TLC may not drive to school whatsoever.

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

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

Parents/Guardians of students returning to their home school from a placement at TLC during the school year are required to attend a re-entry meeting before the student returns to his/her home school. This meeting may include the development of a behavior contract.

Work Assignment

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

School Bus Suspension

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

Physical Restraint

Principals or designated staff members trained in safety management may use reasonable physical restraint when harm is imminent, a risk of harm to themselves or others. Any restraint must be implemented in accordance with the procedures and techniques in which personnel have been formally trained. Law enforcement may be contacted to assist when necessary. Parents/guardians will be notified on the same school day (or as soon as is practicable) when any restraint is used, in accordance with Georgia State Board Rule 160-5-1-.35.

Dress Code

The policy of the Lee County Board of Education is that personal appearance is an essential element in the teaching and learning processes. Therefore, it is expected that students dress in such a manner that will ensure their health and safety while at school. Furthermore, the dress and personal appearance may not be disruptive or interfere with the legitimate interest and welfare of the students.

Dress Expectations for High School Students

- Clothing should cover the body from mid-chest to mid-thigh. Skin should not be seen more than six (6) inches above the knee.
- All clothing should be non-revealing in the chest area and midriff area whether standing or sitting. All shirts must have straps that are at least 2 finger widths wide.
- Hats and caps, bandanas, hoods, and other head coverings are not allowed.
- Faces should not be covered unless a medical mask is necessary.
- Pants, shorts and skirts are to be worn properly at the waist.
- Proper undergarments must be worn at all times and should not be visible.

- Skin tight shorts or pants should be opaque and not see-through.
- All clothing considered to be sleep attire, including shoes, are prohibited. Pillows and blankets are not appropriate for a classroom setting. Do not bring them.
- Sunglasses, chains and dog collars are prohibited.
- All clothing that references alcohol, drugs, tobacco, illegal substances, profanity, sex, violence or gangs including symbols, logos, or trademarks profanity, sex or violence is prohibited.
- Trench coats and body length coats are not allowed.
- Proper shoes must be worn at all times.
- Any item that is a safety concern or disruptive to the learning environment will be handled appropriately.

Transitional Learning Center

Academic Placement:

- No hats, pullover hoodies, bandanas/headbands, or sunglasses.
- Permitted footwear: athletic/tennis shoes, dress shoes, Crocs, or slides. No boots or heels are allowed.
- No clothing or accessories with any reference to drugs, sex, alcohol, gangs, violence, or profanity.
- No tops that reveal the chest area, or tops that reveal any parts of the midriff. All shirts must have straps that are at least 2 finger widths wide.
- Pants and jeans should fit around the waist and should be a proper length. No tears, holes, or frays more than 6 inches above the knee.
- Skorts, skirts, and dresses must come to the knee.
- No shorts, and no form-fitting yoga-type pants/leggings.
- Athletic shorts may not be worn under regular pants.
- Undergarments should never be visible.
- No pajama pants, pajama tops, or bedroom shoes/slippers may be worn.
- One body piercing is permitted. Example: a nose ring is permitted, but you may not have a nose ring AND any other body piercing.
- No spiked jewelry, clothing, or wallet chains.
- Blankets are not allowed at school.
- No purses, bookbags, or pencil pouches are allowed by any student.

Discipline Placement:

- Follow the academic placement in addition to the following:
    - Shirts must be golf/tennis/polo-style with collar, long or short sleeves. Long sleeved dress shirts are also permitted. Any solid color is permitted.
    - Uniform pants must be khaki in color. No shorts allowed.

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

Sexual Harassment

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

A. General Prohibitions and Definitions
    a. Unwelcome Conduct of a Sexual Nature – May include verbal or physical sexual advances, including subtle pressure for sexual activity; touching, pinching, patting, or brushing against; comments regarding physical or personality characteristics of a sexual nature; and sexually-oriented “kidding,” “teasing,” double entendre, and jokes.

b. Sexual harassment- Sexual harassment can take many forms and it is not possible to define or itemize every aspect of the harassment forbidden by the School District. Sexual harassment may include conduct or speech that entails unwelcome sexual advances, requests or demands for sexual favors, taunts, threats, comments of a vulgar or demeaning nature, or physical contact that creates a hostile environment. There may be other speech or conduct which students experience as inappropriate or illegal harassment, all of which is forbidden. Sexual harassment defined in the Federal Regulations implementing Title IX of the Education Amendments of 1972 is defined as follows;

Sexual harassment means conduct on the basis of sex that satisfies one or more of the following:

1. An employee of the District conditioning the provision of a District aid, benefit, or service on an individual's participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity; or
3. "Sexual assault"- an offense classified as a forcible or non-forcible sex offense under the uniform crime reporting system or the Federal Bureau of Investigation; or

"Dating Violence" – sex-based violence committed by a person-

A. who is or has been in a social relationship of a romantic or intimate nature with the victim; and
B. where the existence of such a relationship shall be determined based on a consideration of the following factors:
   i. The length of the relationship.
   ii. The type of relationship.
   iii. The frequency of interaction between the persons involved in the relationship; or

"Domestic Violence" – sex-based violence which includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabiting or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence law of the jurisdictions; or

"Sex-based Stalking" – engaging in a course of conduct directed to a specific person that would cause a reasonable person to:

A. fear for his or her safety or the safety of others; or
B. suffer substantial emotional distress.

Students, parents or other persons wishing to report alleged sexual harassment of a student should promptly notify the student's school principal, school counselor, or Title IX Coordinator. All reports or complaints regarding alleged sexual harassment of students will be handled in accordance with Board Policies JAA and/ or JCAC, as applicable.

Reporting

- Students or their parents or guardians who reasonably believe that other students or School Board employees in the Lee County School System are guilty of sexual harassment are encouraged to report such to the principal of their school and/or to the civil rights compliance administrator (names found on the following page).
- Students or their parents/guardians are also urged to report unwelcome conduct of a sexual nature by fellow students or School Board employees, whether or not such conduct interferes with the student's educational environment.

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

District Internet and Network Access

As part of the curriculum and instruction, the Lee County School System provides students with access to a private computer network that serves all of the schools and programs in the district. Internet access is an integral part of the services offered and use of resources is a privilege, not a right. The school system utilizes a Children's Internet Protection Act (link: CIPA) compliant internet content filter to block controversial material that is not appropriate for instruction. The network is designed to provide resources in support of instructional goals and objectives as well as school system administration. These resources are provided as a non-public forum. Computer technology facilitates learning through development of digital citizenship, communication, innovation, resource sharing, and access to information. Students using school system computers as well as the wireless network must adhere to the administrative guidelines regarding its use. Student browsing should not violate any of the prohibited uses and the school system reserves the right to monitor all computer activity by students.

Violating the established policies and administrative procedures shall be subject to revocation of privileges and potential disciplinary and/or appropriate legal action. Students will also adhere to the following prohibitions in the interest of personal safety. Prohibited uses include but are not limited to:

- Posting personal information about themselves or others (Personal contact information includes images, telephone numbers, social security numbers, email addresses, passwords, or home address);
- Circumventing security measures on school or remote computers or networks (including bypassing firewalls);
- Searching for or accessing inappropriate sites;
- Photographing or recording employees, students, or visitors without their consent and the consent of school officials;
- Transmitting or sharing photographs, recordings conducted on school or schools system locations without the consent of school officials;
- Transmitting or viewing threatening, pornographic, racist, or sexist material;
- Using any type of social media to bully or harass other students.

Students should:

- Utilize their school issued G Suite for Education accounts and not utilize personal accounts for school work;
- Maintain the privacy of their personal information;
- Adhere to copyright guidelines and avoid plagiarism;
- Strive to understand the importance of Digital Citizenship (Parent ProTech link: https://app.parentprotech.com/997/lee-county/en/signup?source=admin)

Discrimination/Harassment Grievance Procedure

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

Discriminatory Complaints Procedure
Complaints made to the Lee County School System regarding alleged discrimination on the basis of race, color, or national origin in violation of Title VI, on the basis of sex in violation of Title IX or on the basis of disability in violation of Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act will be processed in accordance with the policies adopted by the Lee County Board of Education. For further information, you may contact the following administrators at (229) 903-2100:

- Title VI, Title IX: Dr. David Sims
- Section 504: Dr. Elizabeth Brand
- ADA: Mrs. Holly Strickland

Gender Equity in Sports
State law prohibits discrimination in athletic programs of local school systems (Equity in Sports Act O.C.G.A §20-2-315). Students are hereby notified that Lee County School System does not discriminate on the basis of gender in its athletic programs. Inquiries, further information, or complaints concerning sports equity in this school system may be submitted to the sports equity coordinator.

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

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

- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

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

Gifted Education
Students, grades kindergarten through 12, in the Lee County School District who demonstrate a high degree of intellectual and/or creative abilities, exhibit an exceptionally high degree of motivation, and/or excel in specific academic fields are provided with special instructional services by the Program for Gifted Students. The State Board of Education determines eligibility criteria for placement in the program. Teachers, counselors, administrators, parents or guardians, peers, self, and other individuals may make referrals for consideration for eligibility for gifted services with knowledge of the student's abilities. For a summary of eligibility criteria or for further information about the Lee County School System Gifted Program, please visit the Teaching and Learning page on the Lee County School System website and view the Gifted Manual. If you should have specific questions regarding your child, please call the Instructional Supervisor/Assistant Principal at your child's school. For further information, you may contact the Gifted Learning Coordinator at 229-903-2100.

Special Education Program
The Lee County School System offers a free appropriate public education to all children, ages 3-21, who are

eligible for special education and related services according to the Individuals with Disabilities Education Act (IDEA). Specially designed instruction is provided through a continuum of services, ranging from least restrictive to most restrictive environments, depending on the specific needs of the student. The type and degree of services provided are determined through the development of an Individualized Education Program (IEP) to meet the unique needs of the child with a disability. For more information, contact the Special Education Department at 229-903-2100.

Section 504

Section 504 of the Rehabilitation Act of 1973 is a nondiscrimination statute enacted by the United States Congress. The purpose of Section 504 is to prohibit discrimination and to assure that disabled students have educational opportunities and benefits equal to those provided to non-disabled students.

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

For more information regarding Section 504, or for questions or additional assistance, please contact the Section 504 Coordinator.

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

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

Questions or complaints should be sent to the Federal Programs Director.

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

ADDITIONAL POLICIES

Use of Technology

The use of technology to provide educational material is not a necessity but a privilege. All members of the Lee County School System community agree to commit to the following responsible use guidelines:

I will:

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

Artificial Intelligence

The integration of Artificial Intelligence (AI) in the Lee County School System is intended to enhance the learning experience and prepare students for a tech-driven world. AI integration may be utilized under the direction of the classroom teacher. Unless explicitly permitted by the teacher for a specific assignment, all submitted work must be the original creation of the student. Using AI to generate essays, solve exam questions, or complete coursework without authorization is considered a violation of the Student Code of Conduct. When AI tools are permitted, students are required to provide full transparency by citing the specific tool used and describing how it contributed to the final project.

The ethical use of AI is a mandatory standard for all members of the school. The use of AI technologies to create, distribute, or amplify content that involves harassment, bullying, or the defamation of others is strictly prohibited. This includes, but is not limited to, the generation of "deepfakes," non-consensual imagery, or any AI-assisted messaging designed to intimidate or disparage peers or faculty. Misusing these tools to compromise the privacy or dignity of others will result in immediate disciplinary action, ranging from loss of technology privileges to suspension or expulsion, in accordance with the Student Code of Conduct.

Bullying (LCBOE Policy JCDAG)

Bullying is defined as follows: An act that is:

1. Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so;
2. Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or
3. Any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that:
    a. Causes another person substantial physical harm within the meaning of Code Section 16-5-23.1 or visible bodily harm as such term is defined in Code Section 16-5-23.1;

b. Has the effect of substantially interfering with a student's education or otherwise substantially infringing upon the rights of a student;

c. Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or

d. Has the effect of substantially disrupting the orderly operation of the school.

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

Reporting Procedures

1. Any student, parent, guardian, or school employee who witnesses or has reliable information that would lead a reasonable person to suspect that someone is a target of bullying shall report the incident to a school administrator or designated staff member as soon as possible.
2. Reports may be made verbally or in writing. Anonymous reports will be accepted and investigated to the extent possible.
3. School administrators must document all reported incidents of bullying and promptly initiate an investigation to determine whether bullying has occurred.

Investigation Procedures

1. Upon receiving a report of alleged bullying, the administrator or designee must begin an investigation within one school day.
2. All involved parties will be interviewed and relevant evidence collected.
3. The investigation should be completed within five school days, and findings will be documented.
4. The administration will also determine whether other procedures related to illegal harassment or discrimination should be implemented and what other steps should be taken. Appropriate disciplinary action will be taken based on the findings, consistent with the school's Code of Conduct.

Disciplinary Action

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

Students found to have engaged in bullying shall be subject to disciplinary action ranging from counseling or behavioral interventions to suspension or expulsion, in accordance with the severity and frequency of the behavior and the school's Code of Conduct.

Notification

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

Where appropriate, law enforcement or other agencies will be notified in accordance with state law and school policy.

Retaliation Prohibited

Retaliation against any student, parent, guardian, or school employee who reports bullying or participates in an investigation is strictly prohibited and will result in disciplinary action consistent with the Code of Conduct.

Prevention and Training

The school district shall provide age-appropriate bullying prevention programs for students and ongoing training for staff. Training will include recognition of bullying behaviors, reporting procedures, investigation protocols, and strategies to foster a positive school climate.

Policy Review and Publication

1. This policy shall be reviewed annually and revised as necessary to comply with state law and best practices.
2. The policy shall be published in student and employee handbooks, posted on the Lee County School System website, and distributed to all parents and guardians at the beginning of each school year. Information on the prohibition against bullying and the penalties for violating the prohibition shall also be posted at each school.

Drug Abuse

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

Local School Rules and Regulations

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

Threats of Suicide, Self-Harm, or Harm to Others: Crisis Response Procedures

The Lee County School System takes all statements, gestures, behaviors, or written communications indicating suicidal thoughts, self-harm, or threats of harm to others seriously. Student and campus safety is the highest priority. Any student expressing such concerns will be immediately supervised and referred to a trained administrator, school counselor, or designated crisis response staff member. In accordance with the district's Crisis Response Protocol, a suicide and/or threat risk assessment will be conducted to determine the level of concern and necessary safety measures. Parents or guardians will be notified as soon as possible. If the assessment indicates moderate or high risk of harm to self, the parent or guardian will be required to obtain a same-day, in-person evaluation by a qualified, licensed mental health professional. The student may not return to regular school activities until appropriate documentation and recommendations are provided to the school.

If a student presents a credible threat of harm to others, district threat assessment procedures will be implemented, which may include administrative action, safety planning, referral for evaluation, and involvement of law enforcement when appropriate. If a parent or guardian is unable or unwilling to obtain a required evaluation and the student presents an immediate safety risk, emergency services may be contacted.

Confidentiality will be maintained as permitted by law; however, information related to safety concerns cannot remain confidential and may be shared with parents, appropriate school staff, emergency responders, or law enforcement as necessary to protect the student and others.

Following evaluation, the school may develop a safety plan and require ongoing communication with the family to support the student's safe return and continued well-being.

Student Personal Belongings

Personal belongings such as toys, electronic or non-electronic games (including playing cards and dice), cameras, or recording devices of any kind may not be brought to school or on field trips or off campus travel (co-curricular or athletics) unless they have been approved as part of a class assignment. If such items are brought to school, they may be taken up and kept in the school office until parents come to claim them. Also, students are subject to disciplinary action for bringing inappropriate items to school without the consent of the school administration. The School District is not responsible for lost, stolen, or damaged personal belongings.

Reporting of Criminal Conduct

Any action or failure to act by a student which is a violation of any law or which an administrator or teacher believes may be a violation of a law may be reported to the School Resource Officer (SRO). School Resource Officers The primary goal of the School Resource officer (SRO) is to provide a safe learning environment for the school community. It is the duty of the SRO to uphold the constitution, all applicable laws, and protect the citizens. The existence of officers on school campuses and at school-sponsored events is designed to establish presence and create a safe environment. The SRO works to establish positive relationships with the school community, and is a valued resource for students, parents, and teachers regarding matters of safety, security, and criminal law. Whenever events of crime or threats to safety occur, the SRO can respond within his or her capacity.

Student Allegations of Employee Misconduct

Instances of alleged inappropriate behavior by a teacher, administrator, or other school employee toward a student should be reported to the principal or to the Human Resource Services Department at (229) 903-2100. As authorized by Georgia law, if it is determined that a student deliberately falsified or misrepresented information alleging employee misconduct, the student will be subject to disciplinary action that may include suspension or expulsion. No student who makes a good-faith report of employee misconduct, however, even if unsubstantiated after a thorough investigation, shall face any disciplinary action.

Student Questioning by Officials

School Administrators: Principals and Assistant Principals have the duty and authority to question students for the purpose of ensuring a safe and orderly school environment. Though it is important to inform parents about issues of concern, parental consent is not required prior to the questioning of students.

Department of Family and Child Services (DFCS): DFCS officials investigating suspected child abuse and/or neglect are permitted to conduct reasonable interviews and inspections of children. Notice to parents is neither required nor desirable when the object of that investigation may be the parents.

Guardian Ad Litem: The Guardian Ad Litem is a trained professional appointed by the court to represent the best interests of minor children in court cases. Any request to interview a student or to inspect the student's school record should be submitted, in writing, along with court documentation establishing the Guardian Ad Litem relationship with the child.

Student Searches

To maintain order and to protect the safety and welfare of students and school personnel, school administrators may search a student, student desks, student work spaces, student learning devices, and student lockers at any time. As well as, a student may be searched if administrators have reason to believe the student is in possession of an article or substance which is illegal, prohibited by school or district rules, or potentially dangerous. Students will be given the opportunity to produce the item requested, or to volunteer to empty their pockets, purses, or book bags. School administrators may use an electronic wand device for the detection of illegal articles. Students may be asked to remove their jacket, vest, shoes, or socks. A School Resource Officer will be called if search yields illegal substances or other illegal materials. A student who refuses to allow an administrator to search him/her will be

subject to disciplinary action, up to and including suspension and/or a disciplinary hearing.

Student Vehicle Searches

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school administrators may search student vehicles that are on campus at any time. As a condition of parking on premises owned by the Lee County Board of Education, students consent to a search of their vehicles. Students must have an approved parking permit application on file to park on school premises. Such application provides notice to the consent to search.

If school authorities have a reasonable belief that a student's vehicle on school premises contains an article or substance which is illegal, prohibited by school rules, or dangerous, school authorities may initiate a search of the vehicle. Failure of any student to comply with school authorities' search of their vehicle may subject the student to disciplinary actions. If a search yields illegal contraband or materials, the items shall be deemed to be constructively possessed by the student who owns, possesses, and parks the searched vehicle onto premises owned by Lee County Board of Education, and said student will be subject to school disciplinary actions for violation of the Code of Conduct.

Illegal or contraband items recovered from the search of a student vehicle shall be turned over to proper legal authorities for ultimate disposition. If recovered items are not illegal but are in violation of Board policies, the items will be held by the school until claimed by the student's parent or guardian.

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

School Safety Zone

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

Video Surveillance

In an effort to maintain order and discipline on school property and in school vehicles, LCSS utilizes a video surveillance system. However, students do not have permission to tape teachers or other students without their consent. Violations will result in disciplinary action.

Visitors

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

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

- All visitors, including parents, are to stop in the office and receive a visitors' pass.
- Appointments will be made for conferences and classroom visitation.

- To prevent interruptions, younger children should not accompany parents during visitations.

Anonymous Alerts

Students or parents in the school community can anonymously report any suspicious activity, bullying, or other student-related issues to a school administrator by completing an electronic form through Anonymous Alerts. The link is at the top of the Lee County School System web page, or may be accessed at https://tips.anonymousalerts.com/leecountyschools.

HIGH SCHOOL STUDENT HANDBOOK

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

Conferences: The faculty welcomes the opportunity to meet with parents/guardians to discuss their child's classroom performance, behavior, or any other concerns. Please contact the teacher first with concerns. After that, parents may call the guidance department to set up a conference.

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

Foreign Languages: In order to attend a four-year college in the University System of Georgia, students must complete two consecutive units of the same foreign language. See your school counselor for details.

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

- To enter 10th grade - 5 credits;
- To enter 11th grade - 11 credits;
- To enter 12th grade - 17 credits;
- To graduate - 23 credits.

Credits are updated at the beginning of each school year.

Grading System: Grades are based on class work, homework, tests, quizzes, formative assessments, class participation, and any special project that the classroom teacher may assign. Teachers are urged to notify the parents in the event a student is in danger of not passing a course. The grading scale is as follows:

- A - 90 - 100
- B - 80 - 89
- C - 70 - 79
- F - below 70 = failing
- NC - no credit/Non-compliant

Exams or an End-of-Course Milestones Test will be given at the end of each semester and will count 20% of the semester grade. The average of the two 9 weeks will count as 80% of the final semester grade.

HIGH SCHOOL SEMESTER EXAM/EXEMPTION PROCEDURES

A final exam worth **20% of the semester average** will be administered for every high school course except Study Hall/Study Skills. Exams are given during the last few days of each semester. The specific exam schedule will be shared with students and parents at the beginning of each semester.

Qualifications for Semester Exam Exemption

Underclassmen who meet the eligibility criteria below may elect to exempt the spring semester exam. Eligible seniors may elect to exempt both the fall and spring semester exams.

- Semester average of 85 or above in the course
- 5 or fewer excused absences - no unexcused absences
- No more than one disciplinary offense resulting in In School Suspension
- No disciplinary offense resulting in Out of School Suspension

The Georgia Milestones End of Course Assessment, Advanced Placement Exam, and End of Pathway Assessment will count as the spring semester exam in the applicable courses (Algebra Concepts & Connections, Biology, Literature & Composition II, US History, all Advanced Placement courses, and all 3rd year CTAE courses). These mandated assessments cannot be exempted at any time. Final exams in dual enrollment courses are under the jurisdiction of the post-secondary institution and are not eligible for exemption through Lee County High School.

Students who are eligible to exempt a semester exam may still elect to take the exam in an effort to improve their grade. An exam that is taken for this purpose will not count against the student.

Semester Exam Make-Up Eligibility

Students will only be permitted to make up a missed semester exam if the absence is approved in advance by the school principal *(requests must be submitted in writing at least one week before the exam)* or if the exam is missed due to a last-minute reason that would constitute an excused absence. In instances where a student is eligible to make up a missed exam, the student must attend school to take the exam on the following teacher workday. See below for specific details:

- 1st Semester Make Up Day**:** Tuesday, January 5, 2027 at 8:00 AM
- 2nd Semester Make Up Day for Underclassmen**:** Thursday, May 27, 2027 at 8:00 AM
- 2nd Semester Make Up Day for Seniors**:** Thursday, May 20, 2027 at 8:00 AM
  Note: Senior exams are scheduled earlier than exams for underclassmen due to graduation.

State Testing

The Georgia Milestones Assessment System is a comprehensive assessment system spanning grades 3 through high school. Georgia Milestones measures how well students have learned the knowledge and skills outlined in the state-adopted content standards in English language arts, mathematics, science, and social studies. High school students enrolled in courses designated by the State Board of Education take End-of- Course (EOC) assessments.

GUIDELINES FOR TESTING OUT OF HIGH SCHOOL COURSES

State Board of Education Rule 160-5-1.15 (AWARDING UNITS OF CREDIT AND ACCEPTANCE OF TRANSFER CREDIT AND/OR GRADES) provides the opportunity for students to "test-out" of any course for which there is an associated Georgia Milestones End of Course (EOC) Assessment as an attempt to earn credit for the course through the test out process. EOC courses include Algebra Concepts & Connections, Biology, Literature & Composition II, and US History. The Lee County School System only offers the test out option for courses that have an associated EOC assessment.

Eligibility for Test Out

Students must meet the following requirements to exercise the test out option for course credit:

1. Not currently or previously enrolled in the course;

2. Have earned a grade of B or better in the most recent course that is the same content area of the course for which the student is attempting the EOC;
3. Received a teacher recommendation from the teacher of the most recent course in the same content area for which the student is attempting the EOC;
4. Received parent/guardian permission if the student is less than 18 years of age;
5. Be enrolled in Lee County Schools in order to participate in EOC testing that is offered in the district.

Consideration of the test out option will not be exercised for students without deliberation and clear evidence of the likelihood of student success both on the test itself and in future coursework/endeavors. Students who do not meet the eligibility criteria above will not be assessed for this purpose.

Test Administration Guidelines

Per state guidance, when allowing students to attempt to earn course credit through testing out, the district will:

1. Allow eligible students one opportunity only per course to demonstrate subject area competency.
2. Award applicable course credit to students who reach the distinguished achievement level on the EOC prior to taking the course. Once a test-out credit has been posted to a student's transcript, a student may not enroll in the course. If a student is enrolled in high school, the distinguished score will be recorded on the student's transcript and will be calculated in the student's grade point average (GPA). Honors, Accelerated, and Advanced Placement designations do not apply to course credits earned through the EOC test out option. If a student takes the EOC test out option prior to high school, the distinguished score will be recorded on the student's transcript but will not be calculated into the student's high school GPA.
3. Require students who do not reach the distinguished achievement level on the EOC to enroll in and complete the associated course when applicable. The student would be required to take the EOC again at the conclusion of the course regardless of their score during their attempt to test out.
4. Not permit students who are currently enrolled, or who have previously been enrolled, in a higher level course to attempt to earn credit for a lower level course through the test out process. For example, a student taking AP Physics may not attempt to earn credit for Physical Science by testing out.
5. Adhere to the system's local EOC testing calendar for administration of all EOC assessments, including those for the purpose of testing out. This stipulation is critical to ensure test security. For example, students taking the Algebra Concepts & Connections EOC for the purpose of testing out will be administered the test on the same day or consecutive days that the system is administering the Algebra Concepts & Connections EOC to all other students.
6. Allow students a maximum of three units of credit by demonstrating subject area competency through the test out option.

Test Out Process

The opportunity for students to test out will be offered during the June, August, September, and March administration EOC windows. The established fee for the administration of an EOC for the purpose of testing out is currently $50.00 per test. This fee is the responsibility of the student and parent/guardian, and it must be paid at the time the test out option is requested. Students who reach the distinguished achievement level in order to earn course credit will be refunded the $50.00 fee. Students who attain the achievement level of Beginning Learner, Developing Learner, or Proficient Learner will not earn course credit, nor will they be refunded the associated EOC fee. All requests for testing out must be submitted in advance by the stated deadline on the Request to Test Out form.

Further questions regarding the EOC test out option should be directed to your student's School Testing Coordinator or School Principal.

School Counseling Services

Students may experience personal, social, or emotional concerns that can impact their learning and overall well-being. Schools have a responsibility to provide a comprehensive guidance and counseling program that supports students' academic, social, and emotional development. School counseling services are designed to help students develop skills, address concerns, and access resources that promote success in school and beyond. Information and support are provided in an objective, developmentally appropriate manner.

As part of the comprehensive school counseling program, school counselors provide classroom guidance lessons aligned with state standards and student needs. These lessons may address topics such as academic skills, social-emotional learning, safety, personal boundaries, and healthy decision-making. In accordance with Georgia law, schools will also provide instruction required under Erin's Law, which is designed to help students recognize unsafe situations, understand personal safety, and know how to seek help from a trusted adult. Parents or guardians who wish to have their child opt out of Erin's Law instruction should communicate this request directly with the school counselor.

School counselors may also offer small-group counseling to support students with shared needs, such as attendance concerns, social skills, coping strategies, or academic engagement. Small groups are short-term, goal-focused, and supportive in nature. Once classroom guidance lessons or small-group counseling opportunities are planned, the school counselor will reach out to families to share additional details, including the purpose and focus of the group when applicable.

The school counseling program is intended to complement instruction and support families by providing proactive, preventive, and responsive services that help students thrive academically and personally.

Seniors need to keep their counselor updated on their post-secondary plans. Scholarship information is also available in the counseling department and monthly bulletins are posted on the school website as well as in classrooms.

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

- Financial Aid: www.fafsa.ed.gov
- College Information & transcript requests: www.Gafutures.org
- SAT: www.collegeboard.com
- ACT: www.act.org

Website: The website serves as an information portal for students, parents and staff. Please visit the website at www.lee.k12.ga.us and click on the appropriate school under the Schools link. From this site you can email faculty members, get news from the School Counseling Department, learn about programs in the media center and access the school calendar.

Parent Portal: Parents/Guardians and students can view the student's school information online by logging onto https://www.lee.k12.ga.us/portals. Click on the Parent Portal icon and follow the log in instructions. Class, grades, unofficial transcripts, student schedules, holds and fees, attendance and other information can be viewed and printed directly from this site.

Student Recognition: Our school recognizes students for their academics, as well as their behavior, through several programs. Each month Students of the Month are chosen for their actions and attitudes exemplifying the PBIS attributes of PRIDE: Preparation, Respect, Integrity, Dependability, and Excellence.

Yearbook Placement: Students will be placed in the yearbook according to their class standings at the beginning of the year. If a student wishes not to have his picture placed in the yearbook, please sign and return the waiver form. If a student anticipates that they will be classified as a senior in the 2nd semester of his 4th year of high school, he may purchase a senior ad in the yearbook. Students must have earned at least 17 credits previous to the first day of school in order to be placed in the senior section of the yearbook. It is ultimately the responsibility of the senior to be sure that his senior page is submitted to the yearbook staff by the deadline posted.

The Armed Services Vocational Aptitude Battery (ASVAB): The ASVAB is the most widely used multiple aptitude test battery in the world, developed and maintained by the Department of Defense. Over half of all high schools nationwide participate in ASVAB testing. The ASVAB consists of the following eight individual tests—word knowledge, paragraph comprehension, mathematics knowledge, arithmetic reasoning, general science, mechanical comprehension, electronics information, auto and shop information. Students are provided with scores on each of these individual tests and three Career Exploration Score composites: Verbal Skills, Math Skills, and Science and Technical Skills. The battery takes approximately three hours to complete and test results are returned to schools in about two weeks. Students in grades 10, 11, and 12 and students in postsecondary schools are eligible to take the ASVAB. All students can benefit from the ASVAB Career Exploration Program. ASVAB results will help students to understand their academic strengths and vulnerabilities and judge their readiness for entry into a program of study or a military training program. Interest inventory results will help students identify potentially satisfying occupations.

ACCUPLACER: is an integrated system of computer-adaptive assessments designed to evaluate students' skills in reading, writing, and mathematics. For over 30 years, ACCUPLACER has been used successfully to assess student preparedness for introductory credit-bearing college courses. ACCUPLACER delivers immediate and precise results, offering both placement and diagnostic tests, to support intervention and help answer the challenges of accurate placement and remediation.

Dual Enrollment: Lee County High School follows the state guidelines for dual enrollment. The dual enrollment program provides for students who are dual credit enrolled at a participating eligible public or private high school, or home study program in Georgia, and a participating eligible postsecondary institution in Georgia. These students take postsecondary coursework for credit towards both high school graduation or home study completion and postsecondary requirements. The program is offered during all terms of the school year; fall, spring and summer semester or fall, winter, spring, and summer quarter with a funding cap of 30 semester or 45 quarter hours. This is a hard cap determined by the State of Georgia. The hours are based on hours paid by Dual Enrollment funding for terms of enrollment in the program. Lee County High School adds half of a quality point (0.5) to academic dual enrollment courses. Dual enrollment course grades are letter grades and count as follows: A=95, B=85, C=75, D=70, F=65. Some dual courses require Georgia Milestones End-of-Course Assessments which count 20% of the final grade.

To be eligible for the dual enrollment program, a student must:

1. Be enrolled in the eleventh or twelfth grade of a private or public high school in Georgia or a home study program within the State of Georgia operated;
2. Be admitted to an eligible, participating USG, TCSG or Private postsecondary institution as a dual credit enrollment student;
3. Be enrolled in courses listed in the approved Dual Enrollment Course Directory;
4. Maintain satisfactory academic progress as defined by the eligible postsecondary institution.

Students interested in pursuing Dual Enrollment should meet with their high school counselor and visit Gafutures.org for complete details. Students should take special note of Lee County High School deadlines, which may differ from deadlines set by postsecondary institutions.

Online Courses: Students in our system are permitted to explore online learning opportunities available through the Georgia Virtual School (GaVS) program. The GaVS program provides the following description on their website:

> *GA Virtual School (GaVS) is a program of the Georgia Department of Education's Office of Technology Services. The program is Cognia™ accredited and operates in partnership with schools and parents to offer middle school and high school level courses across the state. GaVS provides a teacher-led, virtual classroom environment. GaVS also equips students with an online media center and guidance center to support students throughout their online course experience.*

In a cooperative effort with GaDOE and GaVS, LCSS permits students to take advantage of this online option for courses that are not available in the school district.

Online Courses - Process

Understanding the importance of a student meeting graduation and/or CTAE pathway requirements, the process of electing to take advantage of an online course should begin by discussing the option with the appropriate school counselor. Parents/guardians are required to participate in the discussion prior to the student's enrollment in an online GaVS course. Keep in mind that LCSS only permits students to take online GaVS courses for initial course credit if the desired course is not taught in the school district *(refer to #2 under "other considerations" below for more details)*. After verifying that the selected course meets the needs of the student's plan for graduation and/or CTAE pathway completion, the student and parent/guardian should assess whether the student is prepared for an online course through GaVS by:

1. Visiting the GaVS website and reading the information carefully. Students should be acutely aware of schedules and deadlines pertaining to the selected courses. Information on the GaVS website may change as the semester progresses.
2. Familiarizing themselves with the GaVS program technical requirements. GaVS provides a document describing minimal requirements for GaVS courses on the website.

If the intent is to take an online GaVS course, complete the Request for Online GaVS Course and return it to the appropriate school counselor by the stated deadline. After the request is processed by the appropriate school personnel, the student will be notified whether or not he/she may register for the desired online course.

Students with schedules that include an online class during the first or last period of the day AND who can provide their own transportation may be able to work from home during that period if they are approved for late-arrival and/or early-dismissal, allowing for more flexibility. LCSS cannot provide transportation if students elect to take advantage of this option, and this option may be revoked if attendance or punctuality to other classes becomes a problem.

Online Courses - Other Considerations

1. LCSS will use GaVS as a preapproved provider of online courses. Other providers of online courses must be evaluated on an individual basis and must be approved by the school district prior to enrolling and beginning course work. The student will not be awarded credit for courses taken from other providers without prior approval. If courses taken through providers other than GaVS are approved, they will not be funded by the district. All associated costs for such courses will be the responsibility of the parent/guardian.
2. LCSS only permits students to take online GaVS courses for initial course credit if the desired course is not taught in the school district. The only exception to this is extenuating circumstances such as a student transferring into the district during the course of the school year from a block schedule resulting in course options at the school being limited. If it is in the best interest of the student, GaVS may be used for initial credit when extenuating circumstances arise if approved by the school principal. The request form should be completed and approved by the school principal at the time of scheduling the student in classes.
3. LCHS students must enroll in a full course load each semester (7 courses), which may include one or more GaVS

courses. Beyond the full course load, students can earn initial credit for no more than 1 additional course through GaVS during the school year and no more than 1 additional course during the summer semester. A maximum of two (2) additional credits can be earned per year through GaVS.

4. GaVS courses taken as part of the regular daily course load (7 courses) are eligible for district funding as long as the course requested is an advanced/accelerated course and not simply being taken as a preferred course (i.e. want to take German rather than Spanish that is offered at LCHS). Any course that is taken in addition to the regular course load, that is not an advanced/accelerated course, or that is taken during the summer months will not be funded by the district. All associated costs must be paid by the parent/guardian. The rate for the '26-'27 school year is $285.00 per course.
5. Students wishing to earn initial credit during the summer can enroll in GaVS courses if approved. Note the following stipulations for summer GaVS courses:
    a. The student and parent/guardian are responsible for obtaining, completing and submitting the appropriate enrollment applications for GaVS. If required, the school official will sign the enrollment application. However, the school official's signature indicates only that the course applied for by the student will be accepted for credit.
    b. LCHS will not accept more than a total of 1 credit per summer semester.
    c. The student and parent/guardian should be aware of start dates. *(Note: This may differ from the LCHS school calendar.)*
    d. The GaVS class is independent of Lee County and will not be taken on campus.
    e. The student is responsible for notifying the school counselor if a GaVS course is dropped.
    f. LCHS will not award honor weight to GaVS courses. Advanced Placement (AP) courses taken through GaVS will receive AP weighting. The final grade, regardless of pass/fail, will be added to the student's transcript. The school will not administer AP exams for AP courses that are taken through GaVS. Students will be responsible for finding their own testing center.
    g. All costs for course instruction, books, and other materials are the responsibility of the student and/or the parent/guardian.
    h. District employees are not responsible for providing technical and/or academic support. LCHS cannot navigate if grade issues arise during summer semester.
    i. It is the responsibility of the student and parent/guardian to determine if the NCAA Clearinghouse accepts courses taken through GaVS.
6. In order to receive a high school diploma and participate in graduation ceremonies, the school must receive transcripts no later than the last day of school prior to final exams.
7. Students must remain enrolled in all GaVS classes throughout the duration of the semester in which they enroll. Once a student has completed the request and approval process and is enrolled in an online course, the student must complete the online course.

Career Pathways: Career Pathways are state-approved career enhancement programs defined as a coherent, articulated sequence of rigorous academic and career related courses usually commencing in the ninth grade and leading to an associate degree, and/or an industry-recognized certificate or licensure, and/or a baccalaureate degree and beyond.

Career, Technical and Agricultural Education (CTAE) provides all Georgia students with the opportunity to select at least three sequenced electives in a career pathway, along with recommended academic coursework, to prepare them to continue their education at any level or enter the world of work. Pathways available at Lee County High School are Ag Leadership in Animal Production, Ag Leadership in Plant Science, Vet Science, Agribusiness Systems, Carpentry, Electrical, Masonry, Welding, Teaching as a Profession, Web & Digital Design, Healthcare Science, Marketing & Management, NJROTC, Law Enforcement Services/Forensic Science, and Fire and Emergency Services/Firefighting. Georgia, like many other career and technical education programs around the nation, has worked in recent years to establish a measurement mechanism to ascertain the level of technical skill attainment

on behalf of its career pathway completers. In order to support Georgia students in their quest to leave high school with valuable credentials, the state's technical skill attainment inventory will consist of several measurement components: national industry certifications, national occupational assessments, and state licensures and state developed assessments.

End of Pathway Assessment Eligibility

- All students who have completed and passed two courses in the CTAE pathway and are currently enrolled in the 3rd course are eligible to take the EOPA
- Courses may be taken out of sequence, although not recommended.
- Students failing the 2nd semester of the 3rd course are still eligible to take the EOPA (Scores will not count towards Pathway Completers if they fail the course at the end of the semester)

Pathway Graduation Cords- can be earned by completing specific course requirements

- Cost of cords is set at $12 each
- Students may order multiple cords if they complete multiple pathways
- Pathways without an EOPA are eligible for cords. Please see the program leader for details.

Several of these courses can be used to satisfy academic graduation requirements. See your counselor or any CTAE teacher for additional information.

GRADUATION

Core Courses: are courses chosen from English/language arts, mathematics, science, social studies, and foreign language for a high school diploma.

Graduation Rule (affects all students entering high school in fall of 2008 and subsequent years)

- 23 total units required for all students
- 4 units of English Language Arts
- 4 units of Mathematics
- 4 units of Science (some of the 4th science unit may be used to meet both the science and elective requirements)
- 3 units of Social Studies
- 1 unit of Health and Physical Education; 3 units of JROTC may be used to meet the requirement
- 4 additional elective units
- A total of 3 units from CTAE and/or Foreign Language and/or Fine Arts for all students *(Students planning to enter or transfer into a University System of Georgia institution must take two units of the same foreign language)*

NEW - Fine Arts Seal: Granted to students who complete a Fine Arts Pathway, plus one additional Fine Arts course in any discipline. Students seeking this seal will also be required to complete 20 hours of Fine Arts-related community service and participate in two (2) or more Fine Arts extracurricular activities.

Advanced Placement/Honors

All LCSS students participating in an AP course will be required to take that course's respective AP exam. The student must cover the cost for each exam. Financial aid for those students who apply in the fall and qualify is available from the College Board. LCSS only tests current LCSS students**.** Students are allowed to take AP courses through Georgia Virtual School. However, only AP exams for courses taught on campus will be administered on campus.

It is the responsibility of the student to communicate with the AP Coordinator for ordering the AP exam for a course that is taken through virtual school. Also, it is the responsibility of the student to find an alternate testing site for AP exams not offered at LCHS.

Honors classes offer a more challenging curriculum. All assignments will be expected to be turned in on time. Late assignments will be accepted only given extenuating circumstances that have been shared with the teacher. Extenuating circumstances will require documentation. Late work with no extenuating circumstances will not be accepted. An NI or CCR is not an extenuating circumstance.

Advanced Placement/Honor Weight: AP courses will have 1 quality point added. Honors and Dual Enrollment courses will have half of a quality point added (0.5). Please keep in mind that HOPE will only add half a quality point for AP courses (not to exceed a 4.0) and no points for Honors courses as determined by the Georgia Student Finance Commission. You may go to the following website for more details: https://gsfc.georgia.gov/

AP Capstone Diploma: AP Capstone is a diploma program based on two AP courses: AP Seminar and AP Research. These year-long courses focus on developing the critical thinking, research, collaboration, time management, and presentation skills you need for college-level work. If a student earns scores of 3 or higher in AP Seminar and AP Research and on four additional AP Exams, the student will receive the AP Capstone Diploma.

AP Scholar: Granted to students who receive a 3 or higher on 3 or more AP Exams

AP Scholar w/ Honor: Granted to students who receive an average grade of at least 3.25 on all AP exams taken and grades of 3 or higher on four or more of these tests.

AP Scholar w/ Distinction: Granted to students who receive an average grade of at least 3.5 on all AP exams taken and grades of 3 or higher on 5 or more of these exams.

Honor Graduate Requirements: Honor graduates will be based on a quality point scale and students must acquire a weighted 4.0 academic grade point average to meet honor graduate requirements. Academic classes include: English, mathematics, science, social studies, foreign language, and academic electives taken on our campus and through Dual Enrollment. Please note that some state elective courses are considered hope academic courses and will count in the honor graduate calculation. Ex: Essentials to Healthcare adds anatomy to the transcript. The anatomy course counts as a fourth science and will count in the calculations. In the event of a tie, the numerical grade point average will be considered. Honor Graduates will be determined at the end of the second semester.

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

Determining Valedictorian and Salutatorian: There will be two types of honor graduates: Honors and Honors with Distinction. The valedictorian and salutatorian must meet the requirements for Honors with Distinction. In the event of a tie, the numerical grade point average will be considered.

Note: When considering Valedictorian and Salutatorian, GPAs will be determined based on the final grades.

AP/Honors Drop Policy

Students who enroll in honors and Advanced Placement courses are more capable and will be expected not only to perform at that capability level but also to accept the responsibilities inherent with advanced studies. Honors classes and Advanced Placement courses may require summer work which is graded and counts toward the grade for the first nine weeks. Therefore, students should carefully consider the number of advanced classes they can take and still be successful. Because the work is more challenging and the standards are strict, students enrolled in honors classes receive weighted credit that counts toward GPA for college admissions and for scholarships, but does not count toward HOPE scholarship eligibility. For each student enrolled in Advanced Placement classes, one quality point is added to the transcript for that course. The high school web site, at https://lchs.lee.k12.ga.us, contains additional information and summer work requirements that may be beneficial in determining whether or not a student needs to register for the more challenging courses.

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

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

1. If a student fails the course for the first semester, he/she may drop the course at the beginning of second semester with the understanding that he/she will not be allowed to take another AP or Honors course in that subject area. It is the student's responsibility to ascertain his/her grade status prior to the end of the first semester and to also request a schedule change prior to the end of the first semester in order to have the request reviewed by the administration prior to the start of the next semester.

2. A student that is passing an AP or Honors course may drop the course at semester change if he or she has not received any zeros for not turning in assignments and has made a continual effort throughout the semester to seek help from the AP or Honors teacher for tutoring in the course. Documentation of tutoring must be given by the AP or Honors teacher. It is the student's responsibility to request a schedule change prior to the end of the first semester for this option to be reviewed by the administration.

STAR Student: The PAGE STAR program honors Georgia's highest achieving high school seniors and the teachers who have been most instrumental in their academic development. To obtain the STAR nomination, high school students must have the highest score on any single test date of the SAT taken through the November test date of their senior year and be in the top 10 percent or top 10 students of their class based on grade point average. Each high school STAR Student is asked to name his/her STAR Teacher. Oversight, administration and promotion of the statewide STAR program is the responsibility of The Professional Association of Georgia Educators (PAGE).

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

Graduation Ceremony: Graduation exercises will be held in the Albany Civic Center. Graduation practices are held prior to graduation and will be scheduled within the same week of graduation. One of the practices will be held at the Civic Center, and it is a required dress rehearsal. Students must be present at practice in order to be eligible to participate in the commencement exercises. No student is eligible to participate in the ceremony unless they have met all Carnegie Unit requirements and cleared all debt or holds on permanent records. For the graduation ceremony, the student must meet the dress code requirements outlined by the Graduation Coordinator. Honor regalia is permissible for the following: honor graduates, national school sponsored associations, and students who have completed the requirements for the Fine Arts discipline, Visual Arts program, NJROTC program, or are CTAE End of Pathway completers. Additional regalia will need prior approval and must be submitted to the Graduation Coordinator. Personal or custom regalia not issued by LCHS or approved by the Graduation Coordinator is not allowed. Pins may be used for other school sponsored awards. Students may not alter official regalia in any way. No student will be allowed to walk if they are out of dress code.

Early Release: Upcoming seniors may elect to register for an early release period during the 7th period of their senior year if the criteria listed below is met:

- Be classified as a senior prior to the start of the school year *(earned at least 17 credits)*
- Have reliable transportation to leave campus during the early release period
- Earn an 85 or higher final 2nd semester average in all courses during the junior year of high school
- Achieve proficiency *(a score of 3 or 4)* on all state End of Course *(EOC)* assessments that are taken in the Spring of 2026 or later *(EOC courses: Algebra Concepts & Connections, Biology, Literature & Composition II, and US History).*

Students approved for early release must maintain passing grades in order to maintain the privilege of early release. Seniors who fail to maintain passing grades may be required to attend mandatory Study Hall during 7th period for a period of time determined by school administration. Seniors who do not vacate the building immediately after 6th period may lose their early release privilege and be placed in a 7th period class.

Credit Repair/Recovery: Students need to make every effort to pass courses the first time because schools in grades 9-12 do not guarantee opportunities for credit recovery during the school day. Teachers use a wide variety of interventions and supports to help students be successful the first time so students need to take advantage of opportunities for intervention such as Saturday School, ELT/PRIDE, and before/after school tutoring. Students who do need to recover a class can do so during night school or summer school. In rare cases of recovering classes during the school day, students will be given a syllabus of attendance, academic, and behavioral expectations they must meet in order to recover credits. Students who recover an EOC course must take the corresponding EOC as their final exam.

SCHOLARSHIP / HONORS INFORMATION

Governor's Honors: The Governor's Honors Program is a challenging, academic summer opportunity. Students who attended Governor's Honors in the past are ineligible.

Students may be nominated for local consideration either by themselves or by an LCHS faculty member. A faculty member's endorsement must accompany a self-nomination. Local school committees screen nominees and candidates. The school's selections are sent to the state, where further screening determines final Governor's Honors candidates.

Honors Night: During the month of May, students who have received special recognition are honored at a program

before their peers, parents, and guests. Parents are encouraged to attend. Dress code for the program is Sunday attire.

HOPE Grant/Scholarship: Helping Outstanding Pupils Educationally is a program that enables every qualified graduate of a Georgia high school to receive financial aid at any Georgia public college, university, or technical institute. Students who wish to be eligible for the HOPE Scholarship Program should check with their counselor regarding current HOPE Scholarship requirements. Check GAFutures.org for the latest information.

Other Scholarships/Contests: Monthly guidance bulletins are emailed to all faculty members for posting, and information is posted on the LCHS 10-12 website.

Absentee Admittance: When a student has missed all or any portion of the school day for sickness, doctor/dentist appointment, etc., he/she must bring a parent note or legal documentation which states the reason for the absence and is signed by his/her parent/guardian. A parent note should state the date of the absence, reason for the absence, the student's name, parent's name(s), advisor's name, and home/work phone number(s) of the parent. This note is to be taken to the front office or Student Services upon the student's return to school. Students who fail to bring a note or with an unexcused reason will be given an unexcused absence until an excused note is provided. A student has four (4) days to bring in a note excusing his/her absence. If a note is not brought, the absence will remain unexcused. Any work or tests that were missed due to an unexcused absence can be made up. Student absences will be cleared in Infinite Campus; thus, teachers and parents will be able to see when notes have been cleared. **(Also see Checking In/Out Procedures.)**

Attendance Appeals: The State Board of Education and Lee County Board of Education have set a maximum limit on absences from an instructional period at 8 absences per semester. At the end of each semester, students will be notified if a student privilege will be withheld due to exceeding the attendance policy.

Parents and students will be notified by letter if a student will have a loss of privileges due to exceeding the attendance policy. Any student, parent or legal guardian who wishes to appeal this decision should do so by the deadline stated in the letter to the Attendance Appeal Committee (AAC) of the school. Lee County High School realizes that at times there may be extenuating circumstances involving absences (communicable diseases, hospitalization, etc.). Documentation, in the form of a letter from a doctor, stating an ongoing medical condition and that absences exceeding the attendance policy are necessary should be included if it so applies. The AAC will review the information and determine if the student privilege will be withheld due to extenuating circumstances. Parents will be notified by a letter if the appeal is granted or denied. If the parent or student is unhappy with the outcome of the school-level appeal, he or she may appeal to the District Attendance Appeal Committee within 20 days of receipt of the decision of the school's AAC. If further appeals are necessary, students may appeal to the Superintendent. For more detailed information regarding further appeals, refer to Board Policy descriptive code IHE on the system website. Failure of student or parent/guardian to request an appeal shall be sufficient reason for sustaining the loss of the student privilege.

Non-Instructional Activities: Students are allowed a maximum of ten days (60 hours) for school sponsored activities as authorized by GA DOE Rule 160-4-2-16. Such activities must be sponsored by the GHSA or a recognized educationally related local, state, regional, or national organization or college visitation/ scholarship competition. Students are not counted absent for participating in non-instructional activities (NI days), but are responsible for all assignments or makeup work. Students who transfer into schools in grades 9-12 from another accredited school will have their number of absences transferred to the receiving school.

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

- A written request for absence shall be submitted by the student through the school principal or his or her designee 30 days in advance of the anticipated date(s) of absences. Under emergency circumstances, the Superintendent may waive the 30-day requirement.
- The student's request must contain the dates of the anticipated absence, background information explaining the reasons for the first ten days of absences due to school sponsored non-instructional activities, and a rationale to support approval of additional days, including an explanation of how such additional activities away from class will be academically and instructionally beneficial to the student.
- The school principal will verify the reasons for the ten allowable absences and provide a recommendation for approval or disapproval of the request for additional absences.
- The Assistant Superintendent will evaluate the student's request and the principal's recommendations and either approve or deny the request.

Post-Secondary School Visits: Juniors may be allowed up to two days for college or vocational school visits and three days for seniors. Local area post-secondary schools are not to be included. For a post-secondary visit to be counted as an NI (non-instructional day) not an absence, the student must obtain permission 3 days prior to the visit, return the completed post-secondary school visit form to student services before leaving, and bring written documentation back from the school visit. If any of the three requirements above are not met, these days will be unexcused absences. The student is responsible for all assignments when a NI day is taken. The NI form is available on the Lee County High School website under Parents and Students, then Graduation information.

Tardies: A student is considered tardy if the student is not in the teacher's classroom when the tardy bell ends. All cases of unexcused tardiness are considered discipline issues.

EXTRA-CURRICULAR ACTIVITIES

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

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

<u>Lee County Athletic Statement (Enrollment)</u>
Those who desire to participate in interscholastic activities should read the following.

Students in grades 9-12 are only eligible if the following are true:

- are currently living within the Lee County School District boundary, or recently had a bona fide move and are living within the boundary.
- attended school last semester
- passed 2.5 Carnegie units the previous semester (grades 10-12 only)
- have earned Carnegie units that count toward graduation as follow:
    - entering 9th grade/ 1st year of high school = all students are eligible

    - entering 10th grade/ 2nd year of high school = at least 5 credits
    - entering 11th grade/ 3rd year of high school = at least 11 credits
    - entering 12th grade/ 4th year of high school = at least 17 credits
- have been in high school no more than four consecutive years after first entering ninth grade
- have not turned 19 years old prior to May 1st preceding the year of participation
- have completed a physical examination during the past 12 months
- were not ineligible at the previous school for academic or behavioral reasons
- are not a professional athlete in the sport wishing to participate

School eligibility policies are available upon request.

Lee County Athletic Statement (Withdrawal)
ATTENTION: BEFORE YOU WITHDRAW, READ THIS INFORMATION

Lee County High School wishes you success and good fortune. If you are planning to transfer to another high school in Georgia and be eligible for competition in competitive events, the Georgia High School Association has asked that we make you aware of the following information.

You will be INELIGIBLE for participation if you:

- transfer enrollment to the new school without acorresponding move by your parents and all immediate family members into the new school service area;
- did not attend school last semester;
- did not pass 2.5 Carnegie units, or the equivalent, toward graduation, the previous semester;
- have not attained the required number of accumulated units for years in school;
- have been in high school more than four consecutive years after your first entry into ninth grade;
- have attained your 19th birthday prior to May 1st preceding the year of participation;
- have not completed a physical examination during the past 12 months;
- are a professional athlete in the sport you wish to participate;
- if you are currently on out-of-school suspension, in alternative school for disciplinary reasons, or have been expelled by the previous school.

To be eligible to practice or compete against another team or opponent at your new school, you must meet all the above Georgia High School Association eligibility requirements**.** If all requirements are not met, your new school may apply for a waiver of the eligibility rule not met in the case of a true "Hardship" situation (See Georgia High School Association Constitution and By-Laws for procedure).

Competitive Interscholastic Activities and Contests: Students participating in competitive interscholastic activities by the Georgia High School Association must comply with all eligibility requirements including passing five subjects in the semester immediately preceding participation and be on track to graduate. These subjects must carry credit toward graduation or grade promotion. Summer school is an extension of the second semester. Students not meeting this requirement will be ineligible for one semester. Ineligibility will continue until the student passes five subjects in the semester prior to participation and meets on track requirements. Students must be present at least half of the day to be counted present and to participate in extracurricular activities, including practice. Students who have been assigned ISS or OSS may not participate in practice or games/matches until all ISS/OSS days have been served. OSS officially ends at the beginning of the next school day after the OSS term is complete. Approval in advance of an absence by the Principal may be an exception. Students owing dues/fees for participation in one extracurricular activity will not be eligible to participate in another activity until the financial obligations aremet.

Clubs and Organizations: Clubs are an important part of the extracurricular offerings of LCHS and students are

encouraged to join at least one of the school clubs. It is also feasible that membership in too many clubs and activities might have a detrimental effect on education for some students. Students may hold office in no more than two clubs.

Guidelines for the no pass/no participation policy will be enforced. No school club/organization or student shall participate in hazing or any type of initiation activity. Involvement in such activity shall be subject to disciplinary action by the administration (as prescribed by the state law).
Each club may have its own code of conduct that club members must follow in order to remain a member in good standing. Some clubs and organizations may follow National or State rules and regulations. All information regarding a club's or organization's specific rules will be shared at the initial meeting of the current school year. Please note that in addition to the specific club/organization rules, the LCSS Code of Conduct applies to all clubs and organizations as well.

In accordance with state law, a list of student clubs or organizations for each school is listed below. The following clubs/organizations are available for student membership:
ART CLUB is a space to provide an opportunity for creativity, learning and growing in Visual Arts. We will learn the basics of art, have themed months, group projects to benefit the school and other organizations, upper and lower classmen peer art groups for growth, visit art museums, and sell artwork.

BETA CLUB is an honor group whose purposes are to stimulate effort, reward achievements, recognize leadership and promote scholarship. Membership is by invitation only. Invitations will be issued to students in their sophomore and/or Junior year. The invitation is based on grades from the previous year.
Qualifications for invitation are:

1. Be pursuing a college preparatory seal
2. Have an overall yearly average of "A" for each subject (based on semester averages—I.E. 88 1st semester and 92 2nd semester= 90 for the year. Thus, the student earns an A for the year).
3. Be in good standing behaviorally based on teacher recommendations and/or discipline referrals.

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

DECA is open to students enrolled in marketing. DECA is a national organization that helps students develop professional and social skills that will lead them to successful careers in professional marketing, management, and business ownership.

EXPLORERS is an organization for students interested in pursuing a profession in emergency services. Sponsored by Emergency Services of Lee County.

FBLA (Future Business Leaders of America) purposes are to create a better understanding of the business world and to encourage young people to enter this field. Membership is open to any student enrolled in a business course.

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

FCCLA (Family, Career, and Community Leaders of America) is to promote personal growth and leadership development through Family and Consumer Sciences education. Focusing on the multiple roles of family members, wage earners and

community leaders, members develop skills for life through character development; creative and critical thinking; interpersonal communications; practical knowledge; and career preparation. Membership is open to those students enrolled or having been enrolled in any Family and Consumer Science class and Early Childhood Education classes.

FFA is a national organization dedicated to preparing members for leadership and careers in the science, business, and technology of agriculture. Membership is expected from all students who are enrolled in Agriculture education classes.

FGE (Future Georgia Educators) As the state's largest professional organization for educators, PAGE is proud to sponsor Future Georgia Educators. Our goal is to help identify, recruit, prepare and retain the next generation of Georgia's teachers.

GEORGIA AMBASSADORS is a student organization with the purpose of educating and informing Lee County School Students on the elections and voting process, raising awareness and educating LCHS on the need for community service, conducting community service projects, and participating in elections and voter registration activities within our community.

GSA NETWORK is a next-generation LGBTQ+ racial and gender justice organization that empowers and trains trans, queer, and allied youth leaders to advocate, organize, and mobilize an intersectional movement for safer schools and healthier communities. GSA clubs create space for support, organizing, and community building so that trans and queer youth have what they need to be able to stay in school, become leaders who can advocate for themselves and their needs, and organize in coalition with other youth and community groups to fight for racial and gender justice. This is a student-led organization.

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

INTERNATIONAL THESPIAN SOCIETY is the honor society for high school theater students. Students are invited to membership in the society upon accumulation of 100 hours of service to the theater arts in their school and/or community. Thespian induction ceremonies take place each winter and spring. The LCHS Thespians of Troupe 5297 participate in state and international Thespian events and projects throughout the calendar year.

Ivy Aesthetics seeks to foster a safe haven for creativity, imagination, and aesthetics. In Ivy, creative personalities will hone their aesthetic abilities, develop bonds with the community, collaborate with others like themselves, and utilize their visionary minds for the overall betterment of the community. From themed photo challenges to incredible DIY projects, everyone is bound to fall in love with aesthetics.

Lee County Female Minority Mentoring Program is an invitation only organization mentored by professional women who help young ladies realize their full potential and build confidence by exposing them to community issues and opportunities. We hope by meeting with these young ladies monthly doing different activities, taking them on college tours, and career shadowing opportunities will help expose them to different people, places, and experiences that will give them the opportunity to acquire a sense of responsibility, self-worth, and a personal desire for greater achievements.

LCHS Book Club seeks to create a welcoming environment for students who love reading, storytelling, and discussion. The club aims to bring together students with a shared passion for books while encouraging creativity, critical thinking, and meaningful connections through literature. Through monthly book discussions, themed meetings, and community outreach, the club hopes to make reading both fun and engaging for all students at Lee County High School.

Math /Academic Team is open to students in academic competition. Most competitions are math, but a few include social studies, natural sciences, art, music and written essays. The team attends approximately six competitions per year at various Georgia and Alabama colleges. Students meet after school to practice math, ciphering skills, and other categories specific to the next competition.

MODEL UNITED NATIONS/Debate also known as Model UN or MUN, is an extra-curricular activity in which students typically roleplay delegates to the United Nations and simulate UN committees. This activity takes place at MUN conferences, which is usually organized by a high school or college MUN club. Thousands of middle school, high school, and college students across the country and around the world participate in Model United Nations, which involves substantial research, public speaking, debating, and writing skills, as well as critical thinking, teamwork, and leadership abilities.

NAHB (National Association of Home Builders) represents the largest network of craftsmen, innovators and problem solvers dedicated to building and enriching communities. Operating at the local, state and national levels, the NAHB strives to protect the American Dream of housing opportunities for all, while working to achieve professional success for its members who build communities, create jobs and strengthen our economy.

NHS (National Honor Society) Students in 10th-12th grades are invited to apply for membership based on the cumulative weighted GPA (during the last half of the 1st semester or first half of 2nd semester). The required GPA depends on the grade level at the time the invitation to join is extended: 10th —4.2, 11th--4.0, 12th—3.8. In addition to academics, NHS focuses on leadership & service characteristics. All invited students who complete the application will be voted on by a faculty committee. Members must maintain a 3.8 weighted GPA and exhibit high moral & ethical values in order to keep their membership active. Seniors, who maintain their active status, wear a NHS medallion during graduation.

Ping Pong seeks to foster a place for people who enjoy ping pong to play, to compete with others, learn from others, and better themselves.

QUILL & SCROLL is a journalistic honor society open by invitation only to juniors and seniors involved in newspaper journalism or yearbook journalism.

SADD LCHS CHAPTER-The Butterfly Effect (Students Against Destructive Decisions) the mission is to reach out to our peers about critical everyday issues: Underage Drinking & Drug Abuse; Risky, Distracted and Impaired Driving; Teen Violence and Suicide, and other destructive activities. The Butterfly Effect is the scientific theory that a single occurrence, no matter how small, can change the course of the universe forever. LCHS SADD is funded by a grant from the Governor's Office of Highway Safety and provides our students interaction with the Lee County Law Enforcement's Re-Enactment Team.

Science Olympiad fosters a deep passion for science, technology, engineering, and mathematics (STEM) through teamwork, critical thinking, and competitive, hands-on tournaments. Membership is open to any student interested in exploring diverse scientific disciplines, ranging from biology and chemistry to engineering and robotics.

SGA (Student Government Association) is an elected position organization. Each class elects a president, vice president, and secretary/treasurer to represent the members of the electing class with regard to student-led school-wide improvements. Each class also selects a classroom SGA representative who, along with the elected officers meet to decide on class service projects. Meetings are held after school, once a month.

SincereLEE and its members seek to strengthen the community through writing letters. Members of this club will write letters addressed to senior citizens and elementary school students, and in turn, they will earn community service hours.

SKILLS USA is open to students enrolled in DCT, T & I, and Health Occupations. Skills USA is a partnership of students, teachers, and industry representatives working together to ensure that America has a skilled workforce. It

is a national organization serving teachers and high school and college students who are preparing for careers in technical, skilled, and service occupations, including Health Care Science.

S.M.I.L.E. CLUB's purpose is to build lasting relationships between students in a normal educational setting and in self-contained classrooms and to help create peer mentors within the student body.

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

THEATER ARTS GUILD is the student booster organization for the LCHS Theater Arts Program. Members of the club support the work of the theater program by volunteering time and talent to the program's many productions and projects. Members are eligible to participate in members-only events throughout the year.

TRI-M NATIONAL MUSIC HONOR SOCIETY is the international music honor society for high school students. It is a service organization that is designed to recognize students for their academic and musical achievements, reward them for their accomplishments and service activities, and to inspire other students to excel at music and leadership. Membership in Tri-M is by invitation only and is open to current music students with high musical and academic achievement.

Military Recruitment

Congress passed legislation that requires high schools to provide access for military recruiters to secondary school students and directory information on these students (REF: No Child Left Behind and NDAAFY 2002). If any parent does not want to have his student's phone number or address released for recruitment purposes, please check no on the online verification application through your parent portal account.

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

Outside Agencies: Jostens, BPI, Photography by Design and other school related businesses sometimes need student contact information in order to contact parents, guardians and students in regards to yearbook information, senior pictures, and school-related events. If you do not want these companies to have access to your information for school-related reasons, please check no on the online verification application through your parent portal account upon updating your information at the beginning of the school year.

SCHOOL POLICIES AND PROCEDURES

Our expectations are that all students will be first-rate in their manner of conduct in and around the school. Students should be proud of their school and community, and do their part to make the school better. In short: be part of the solution rather than the problem.

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

Know when those times are and respect them. Some assemblies are optional.

ATM: An Automated Teller Machine is available to LCHS 10-12 students and the general public. The machine is located in the main lobby of the school at the entrance to the gym. The machine dispenses money in $10 increments and charges a $2 fee for each transaction.

Book Bags: Students are allowed to carry non-colored, clear book bags ONLY into and out of the school building before and after school. Allowing clear book bags in class is the teacher's decision and the administration will support the decision of each teacher on the matter. However, to keep classrooms free of clutter, it would be best for students to put all excess belongings, including extracurricular and PE clothing, in the appropriate location before entering class in the morning. Purses being carried should not be used to carry books and must be considerably smaller than the size of a backpack. An acceptable-size purse should be too small to carry a textbook, and will be determined by building administration.

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

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

Checking In and Out: If a student reports to school after tardy bell rings, he/she must sign in, and receive admittance slip before being admitted to class. Students have four days to bring in a parent note, medical documentation or legal documentation to receive an excused admittance slip. The student will report directly to his/her next class. Before a student can check out of school due to an emergency, illness or injury, the parents/guardians must be contacted by telephone, and either a secretary or administrator must speak with parents/guardians before the student is released.
When a student knows in advance that he/she must check out, such as a doctor's appointment, he/she should bring a note from his/her parent/guardian. This note should be presented to Student Services or the front office before school**.** Please include the student's name, reason for dismissal, time of dismissal, and guardian contact name and number. Students will not be allowed to check out with a parent phone call. Either the student needs to bring a note or the parent must come to the school to check the student out. When approved for release, the student will sign out on the computer in Student Services or the front office. Students will not be allowed to check out after 2:30 without a medical note or an emergency**.**

Parents who come to school to check out their student should do so in the front office. Parents will sign their student out on the computer in the front office. Georgia Law permits school authorities to release students only to their parents, legal guardians, or to persons properly identified by parents/ guardians such as an aunt, uncle, older siblings, grandparents, etc. to school authorities in writing. Parents/Guardians can list the name(s) and phone number(s) of such authorized person(s) as requested on their student's medical history and emergency information cards (also see Attendance Policies).

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

Closed Campus at Lunch: Students are not allowed to leave campus for lunch and return unless administrative approval is given for extenuating circumstances.

Appropriate Attire for Certain Instructional Environments
For lab classes, such as Chemistry, Anatomy, Physical Science, Biology, Physics, Metals, Ag., and Construction, shoes that cover the feet entirely (no flip-flops, open-toed or backless shoes) and pants that cover the legs completely are required. Other specific clothing requirements will be covered in individual classes. Safety glasses are required in lab settings.

Specific clothing requirements will be given for PE courses at the beginning of each semester.

Driver's License/Certificate of Enrollment
Signed into law on April 16, 2015, SB100 changed the Teenage and Adult Driver Responsibility Act (TAADRA) requirement for schools to certify that a minor's attendance pattern and discipline record permits the student to obtain a Georgia learner's permit or driver's license. Schools are simply required to certify that a student is enrolled in and not expelled from a public or private school. Students will no longer have their license suspended for excessive unexcused absences or discipline infractions. There will be a $5.00 fee for the notarized verification of enrollment for the issuance of driver's license mandated by the Department of Public Safety. Students who need a Certificate of Enrollment should sign the book provided in Student Services. The Certificate of Enrollment will be issued on Friday mornings. The Certificate of Enrollment is only valid for 30 days.

Electronic Devices (EDs - cell phones, earbuds, tablets, computers, etc.): While students may possess and use EDs on campus for instructional purposes, they should understand that there are appropriate and inappropriate uses of EDs. Telephones are available for use in the office before and after school. The school is not responsible for stolen or lost electronic devices.
Electronic devices may be used before school and after school and during the student's lunch. They are not allowed during class, nor between classes.

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

Flower/Food Deliveries: Flower, food and other deliveries for students are prohibited at all times.

Forgery: Forgery is defined as intentionally providing false information to a school board employee including, but not limited to, student information data and the concealment of information directly related to school business. This includes the alteration of reports cards. Forgery is considered a Class III offense.

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

Hall Passes: Students should remain in class for the entire class period. Students should not be allowed to leave class except in an emergency. The teacher has the authority to determine if an emergency exists. When an emergency arises, the student will be issued a hall pass. In all cases when a student is in the hall during class,

he/she must have a hall pass. Teachers have the authority to assign an appropriate disciplinary action, including detention time, for abuse of hall pass privileges. Written passes should be the only items used as passes.

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

Homecoming Dance

Students may only purchase two (2) tickets for homecoming. Individuals not enrolled grades 9-12 may not attend unless approved by the administration as a guest of an eligible LCSS student. Students that have been expelled or that are on long-term suspension or those attending TLC are not allowed to attend the dance. The Homecoming Dance is a school sanctioned event and all LCSS rules and policies apply. Attending homecoming is a privilege and the student must be in good standing (see Good Standing) in school. All former students who are invited as guests must have been in good standing when they left LCSS. The administration can deny any student's participation if deemed necessary. There is a dress code for this event. It is posted online and throughout the school building at the beginning of each school year. If a student fails to comply with the dress code, they will not be admitted into the dance.

Instruction in Communicable Diseases/Sex Education: As mandated by Georgia Law, schools in grades 9-12 will provide instruction in communicable diseases with major emphasis on AIDS and will provide instruction in sex education. Parents will receive information from the instructor of this class. Parents who wish to make other arrangements for educating their children in these areas may contact the child's teacher or a school administrator for counseling.

Lost or Damaged Books: LCSS administers a system of maintaining and controlling textbooks, library books, and media materials. Students are responsible for all materials issued to them by a teacher or media specialist. Lost or excessively damaged books must be paid for by the student to whom the book was issued. Students will be required to pay full price for any textbook that is lost or damaged beyond repair, and $10.00 for any textbook that must be rebound. Textbooks, library books, and media materials represent a sizable financial investment for the school. Schools in grades 9-12 will establish rules and regulations as is necessary for the care and protection of these materials. Any of the following consequences may result if a student fails to pay the designated amount for a lost or damaged textbook, library book, or media material:

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

Media Center: The media center exists to provide intellectual and physical access to information and ideas in all formats and appropriate levels of difficulty. A major goal of the media center and the media center specialist is to foster a lifelong desire to read for both information and pleasure. The media specialist will assist students with their reading and research while in the media center. The media center is open for use between 7:30 and 3:30 each school day.

General Rules:

- Students must have a signed pass from a teacher to come to the media center during the school day or during their lunch period.
- Students may use the media center before or after school without a signed pass from a teacher.
- No food or drink is allowed in the media center.
- Please be considerate of others and refrain from talking loudly while in the media center.

Circulation Policy:

- Students must present their student I.D. card in order to check out books and/or computers.
- The loan period for circulating books is ten (10) school days.
- Students may have three (3) books checked out at a time.
- Materials may be renewed, if needed, for a longer period of time.
- The media center will circulate magazines overnight. Magazines must be returned before the end of the following school day.
- Students with an overdue book or magazine will not be allowed to check out additional materials until the late material is returned and the fine is paid.
- All books are due two weeks prior to the end of the school year.
- Each student is responsible for ALL items checked out on his/her card. Lending of I.D. cards for book check-out are forbidden. Lost or damaged books must be paid for by the student to whom the book was issued.

Computer Use:

- The media center has several computers for student use.
- Students must present their student ID card to check out a computer.

Damaged and Lost Material:

- Students will be held accountable for all damaged and lost media materials and equipment they use per Lee County Board of Education policy. Lost or damaged books must be paid for by the student to whom the book was issued.
- Students must pay replacement costs for lost library books.
- Students who return damaged books will be assessed charges depending on the type of damage (damage includes underlining, highlighting, bent pages, missing pages, moisture damage, etc.).
- If a book is damaged beyond usefulness while it is checked out, the student will have to pay for the cost of the book.

Fines/Fees:

- Overdue fines will be charged at the rate of $.05/per day per book. The maximum fine for an overdue book is $5.00.
- Students will be sent a notice of overdue materials.
- Students who owe library fines at the end of the year may lose their "Good Standing Privileges" for the following year until the fees are paid. Seniors who owe library fees at the end of the year will not be allowed to participate in graduation.
- Printed copies are $.05/page.
- Color printer copies are $.25/page.

Acceptable Internet Use Policy for Students: The school district provides access to the Internet for all students and staff members. All students must have a current Acceptable Use Policy for Internet Access form signed and on file to use the Internet in the school. Connection to the district network in order to access the Internet is a privilege, not a right, and inappropriate use will result in the cancellation of those privileges and/or disciplinary action by school officials. A student's activities while using the Internet in school must be in support of education and research, and consistent with the educational objectives of the Lee County School System. In addition, a student accessing the Internet from a school is responsible for all online activities which take place through the use of the Internet. When using another organization's networks or computing resources, students must comply with the rules appropriate for that network. The student agrees that the following actions (which are not all inclusive) constitute unacceptable use of the Internet, whether that use is initiated from school or any other site:

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

- Using chat or any direct messaging applications without teacher permission and supervision
- Placing unlawful information on the Internet
- Using the Internet illegally in ways that violate federal, state, or local laws or statutes
- Using the Internet at school for non-school related activities
- Sending messages that are likely to result in the loss of the recipient's work or systems
- Sending chain letters or pyramid schemes to lists or individuals, and any other types of use which would interfere with the work of others
- Using the Internet for commercial purposes or any personal business
- Using the Internet for political lobbying
- Changing, using, vandalizing or damaging any work, file or another account
- Sending or receiving copyrighted materials without permission
- Submitting materials copied from the Internet as one's own work
- Using Internet access for sending or retrieving pornographic material, inappropriate test files, or files dangerous to the integrity of the network
- Circumventing security measures on school or remote computers or networks (including bypassing firewalls)
- Attempting to gain access to another's resources, programs, or data
- Vandalizing, which is defined as any malicious attempt to harm or destroy data of another user on the Internet, including the uploading or creation of computer malware
- Falsifying one's identity to others while using the Internet
- Playing games or using any program that is not permitted by school or district policies/procedures.

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

Nurse's Office: The Nurse's office is located on the A Hall at the 9th grade campus, and on the 200 hall next to the restrooms at the 10-12 campus.

PBIS: LCSS utilizes Positive Behavior Intervention Support (PBIS), which is a proactive, systematic application of evidence-based strategies promoting and emphasizing positive behavior and a positive school climate while decreasing problem behavior. Various awards and prizes will be presented throughout the year to students who demonstrate positive behaviors.

Parking Regulations: Students are not allowed to park on the 9th grade campus. Starting at LCHS 10-12, students may purchase a parking pass. Students are not allowed in the student parking lot during school hours without administrative approval. There is to be no loitering in the student parking lot. Upon arriving, students are to enter the school building. Students who violate this rule are subject to disciplinary action. Parking on the school campus is a privilege extended to LCHS students; however, LCHS reserves the right to prohibit a student from bringing a vehicle on campus.

For safety purposes, all student vehicles permitted to park on-campus must be registered with the school. Parking tags must be displayed on the designated area of the vehicle, and the vehicle (individuals who purchase the permit may use the permit). Violations will result in the revocation of the parking privilege of both parties, fines, and/or disciplinary action.

Traditionally, parking at LCHS has been a privilege for students in grades 10-12. In order to maintain that privilege, students must remain in good standing in school. The following regulations will be enforced for all students wishing to park on the LCHS campus:

- Students must be in good standing (see Good Standing) in school.
- If a student has parking violations, then he/she may forfeit the right to obtain or maintain a parking permit. A record of violations will be kept in Student Services. Examples but not limited to:
    - Leaving campus without authorization may result in the revocation of parking privileges for a semester.
    - Transporting another student off campus without authorization may result in the revocation of parking privileges for a semester
    - Skipping school may result in the revocation of parking privileges.
- The front student lot between the softball field and Highway 32 will be reserved for students with yellow parking passes.
- Failure to follow parking regulations may result in disciplinary action.
- If a student parks on campus without a pass, a $25 hold will be added to their student fees.
- If a student receives a serious driving offense, the student's parking privileges may be revoked.

Driving/Parking Violations
The traffic committee reserves the right to issue traffic violations and collect fines for each of the following first offenses:

- Parking without decal/permit not visible -
- Driving distracted with cell phone in hand, food in hand, etc -
- Parking in teachers'/ unassigned parking spaces or unauthorized area-
- Driving too fast for conditions, reckless driving, and improper parking-
- Behaving in any manner that could cause accident and injury-
- Failure to follow directions from teacher/admin on duty-
- Excessive noise/music-
- Loaning or giving permits to other students.

For any second offense, the fine is doubled. For any third offense, parking privileges will be revoked for the remainder of the semester or 9 weeks, whichever is greater. Pay this ticket in Student Services within 30 days. Failure to settle parking fines will result in revocation of parking privileges for the remainder of the semester or 9 weeks, whichever is greater and loss of good standing.

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

Plagiarism is the intentional or unintentional use of another person's ideas, opinions, or theories in one's own work without clearly and accurately acknowledging the source of the information. Plagiarism occurs when one submits work that has been written by someone else, purchased or retrieved from electronic sources, summarized or paraphrased from other print or non-print sources, or generated without acknowledgement or permission from Artificial Intelligence (AI). When a student knowingly submits someone's work as his own, he/she is guilty of intentional plagiarism. When a student fails to acknowledge the source of information due to oversight or fails to provide accurate reference data for the source of information, he/she is guilty of unintentional plagiarism. Regardless of intent, plagiarism is dishonest and unethical.

Consequences for Violations of the Plagiarism Policy

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

- Any student who shares his or her work with another may be considered guilty of violating the Plagiarism Policy. Giving work to another so that it may be copied is a direct violation, and will be dealt with according to the guidelines set forth in the policy.
- Failure to provide accurate documentation of source material in a paper, speech, project, or presentation is a violation of the Plagiarism policy and may result in a failing grade for the assignment.
- Both intentional and unintentional plagiarism are violations of the Plagiarism Policy.
- Any student guilty of intentional plagiarism may be disqualified from receiving Honor Graduate distinction, Senior Superlative honors, or membership in any school honor society, as well as disqualified from holding a class or school-wide office or participating in any co-curricular activities.
- Students enrolled in a class that utilizes turnitin.com should be aware that NOT submitting a paper to turnitin.com by the teacher-set deadline will result in a significant penalty to the grade or a zero grade as determined by the teachers who design and give the assignment. It is the student's responsibility to listen to and read all instructions in order to be aware of these determinations and deadlines.

PRIDE time: Each school's weekly schedule will include PRIDE time. Any handouts, pictures, voting, or other materials that the student body needs to be given will be shared during this time. Certain clubs and any assemblies will also be held during PRIDE

Prom: Junior class officers are responsible for helping with Prom. Students may only purchase two (2) tickets for Prom. Students must have a minimum of 11 credits in order to purchase tickets. The price of the ticket is in lieu of Junior dues. Students are only allowed to purchase Prom tickets two times during their high school career. Individuals not enrolled at LCHS 10-12 may not attend unless approved by the administration as a guest of an eligible LCHS 10-12 student. Students that have been expelled or that are on long-term suspension (or those sent to TLC via a disciplinary tribunal/waiver) are not allowed to attend Prom. The Prom is a school sanctioned event and all LCSS rules and policies apply even when the Prom is held off campus. Attending Prom is a privilege and the student must be in good standing (see Good Standing) in school. All former students who are invited as guests, must have been in good standing when they left LCHS. The administration can deny any student's participation if deemed necessary. There is a dress code for this event. It is posted online and throughout the school building at the beginning of each school year. If a student fails to comply with the dress code, they will not be admitted into the Prom.

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

Safety Glasses: The wearing of safety glasses is required in all lab courses during potentially dangerous instructional activities, which are determined by the teacher. Students refusing to comply with safety glass regulations will face disciplinary action. The first pair of safety glasses will be issued in those classes in which they are mandated. Subsequent glasses will cost $2.50 per pair.

Schedule Changes: Requests for schedule changes will not be granted after the drop/add date has passed unless there are extenuating circumstances. The principal must give final approval.

Students in Good Standing: Certain privileges are extended to students in good standing including parking permit eligibility, and attending and/or participating in extracurricular/school sponsored activities, and participation in such activities as pageants and some extracurricular clubs and activities (ex. Games, Homecoming Dance and Prom). A student shall be considered "in good standing" when all of the following conditions apply:

- The student has no more than 10 absences to any class during the current semester
- The student does not have excessive tardies
- The student does not have repeated or serious disciplinary referrals
- The student has no unfulfilled obligations or school debts. (This information will be listed in the fees tab in your portal account.)
- The student has no major discipline resulting in ISS/OSS/TLC placement.

- The student puts forth sufficient effort to be academically successful.
- The student is on track with their graduating class.
- The student is passing 5 of 7 classes.

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

Code of

Student Conduct

Grades 6-12

Lee County School System

School Year 2026-27

A teacher shall have the authority, consistent with board policy, to manage his or her classroom, discipline students, and refer a student to the principal or his designee to maintain discipline in the classroom. Any teacher who has knowledge that a student has exhibited behavior that violates the student code of conduct and repeatedly or substantially interferes with the teacher's ability to communicate effectively with the students in his/her class or with the ability of such student's classmates to learn, shall file a report of such behavior with the principal or his/her designee.
The principal and teacher shall thereafter follow the procedures set forth in Georgia law, specifically O.C.G.A § 20-2-737-738.

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

CLASSIFICATION OF VIOLATIONS
Violations of the Code of Student Conduct are grouped into four classes (Class I, Class II, Class III, and Class IV). Before determining the classification of a violation, the principal or his/her designee(s) will consult with the involved student(s) and school personnel. Once the classification of the violation is determined, the principal or his/her designated person(s) will implement the disciplinary procedure.
The classroom teacher may deal with classroom disruption by taking in-class disciplinary action, by contacting parents/guardians where appropriate, and/or by scheduling conferences with the parents/guardians and other school staff. When the action taken by the teacher is ineffective, or the disruption is severe, the student should be referred to the principal or his/her designee.

CLASS 1

1.01	**Behavior Detrimental to Learning** Any conduct and/or behavior that disrupts or distracts from the orderly educational process in the classroom or any other instructional setting.
1.02	**Participation in a prohibited organization** Participation in, supporting, or furthering the cause of any group or organization, either on campus or off campus, whose activity or proposed activity is disruptive to the orderly educational process.
1.03	**Refusal to Comply** Refusal to comply with directions given by a Lee County School System employee.
1.04	**Gambling** Participation in games of chance for money and/or other things of value.
1.05	**General Profanity** Intentional and/or non-direct use of profane, offensive or obscene language.
1.06	**Dress Code** Non-conformity to the dress code.

1.07	**PDA** Inappropriate public display of affection.
1.08	**Improper Sign Out** Leaving campus without signing out properly.
1.09	**Misuse of Property** Unauthorized and/or inappropriate use of school or personal property.
1.10	**Unauthorized Display or Distribution** Distribution or display of printed materials on school property or at a school activity without the approval of the principal or his/her designee.
1.11	**Offensive Touch (not sexual)** Offensive touching of another student (not of a sexual nature).
1.12	**Unauthorized Possession/Use - Electronic Devices** Unauthorized possession/use of electronic devices, to include (but not limited to) cell phones, earbuds, tablets, personal laptops, smartwatches, smart glasses, etc. ● 1st violation - Device taken up and returned at the end of the day with consequence. ● 2nd violation and after - Device taken up and returned at the end of the day. Student will receive consequences based on the "Class 2" table for violations.
1.13	**Unauthorized Sales/Purchases** Unauthorized purchase and/or sale of merchandise.
1.14	**Parking Violation (Level I)** Minor parking violation in one of the school parking lots.
1.15	Any other violation which the principal may deem reasonable to fall within this category after consideration of extenuating circumstances.
1.16	Soliciting, procuring, causing, encouraging, aiding, or assisting another to commit any of the foregoing violations.

Grades 6-12 - Class 1 Offenses and Consequences		
Offense number	**Minimum Consequence**	**Maximum Consequence**
1st violation	Conference / Warning	Parent Contact and 1 Day In School Suspension (ISS)
2nd violation	Detention and Parent Contact	Parent Contact and 1 Day ISS
3rd violation	Detention / Saturday School	Parent Contact and 2 days ISS
4th violation	Chronic Discipline Meeting and 1 Day ISS	Chronic Discipline Meeting and 3 Days ISS
5th violation	Parent Contact and 2 days ISS	1 Day Out of School Suspension (OSS)
6th violation	Parent Contact, Review Chronic Discipline Plan and 1 day OSS	Parent Contact, Review Chronic Discipline Plan and 3 days OSS
7+ violations	Parent Conference and 3-5 days OSS	Referral to Disciplinary Tribunal Hearing

Class 2

2.01	**Disrespect** Disrespect toward district employees, students, or visitors.
2.02	**Biting**
2.03	**Defiance of School District Employee's Authority** Any verbal or non-verbal refusal to comply with a lawful direction or order from a Lee County School System employee.
2.04	**Tobacco Possession/Use** Possession or use of any tobacco product or "vapor" device and/or paraphernalia. The use or possession of a tobacco product or Electronic Nicotine Delivery System (ENDS) device (including, but not limited to, e-cigarettes, vape pens, vapes, personal vaporizers, tank systems, mechanical mods, etc.) or any other "inhaling" device or innovation/paraphernalia. Note: All items collected are subject to testing by law enforcement to determine the presence of THC.
2.05	**Matches and/or Lighter Possession/Use/Transfer** Possession, use, and/or transfer of matches or a lighter.
2.06	**Vandalism / Criminal Mischief** Intentional and deliberate action resulting in injury or damages of less than $200 to public property or the real or personal property of another.
2.07	**Petty Theft / Larceny / Stealing** Taking and/or carrying away of property valued at less than $50 belonging to or in lawful possession or custody of another
2.08	**Possession / Use of Gambling Device** The possession or use of any device or item which can be used to promote or facilitate gambling. The intentional, unlawful participation in gambling activities.

2.09	**Theft / Possession of Lost Property** Obtaining or exerting control over the property of another which is known to have been lost or mislaid, and failing to take reasonable measures to discover and notify the owner. Possession of stolen property while knowing the property is stolen.
2.10	**Threats / Extortion** Verbal, written, printed, or electronic communication that threatens injury to a person, or to the property or reputation of a person. This may include the intent to extort money or any pecuniary advantage whatsoever, or the intent to compel the threatened person (or any other person) to do any act or refrain from doing any act against his/her will. *Note: Completion of the threat, either by the victim complying with the demands or the carrying out of the threats against the victim, constitutes a Class III offense.*
2.11	**Trespassing** Willfully entering or remaining in or on any structure, conveyance or property without being authorized, licensed or invited, or having initially been authorized, licensed or invited, having been warned by an authorized person to depart and refusing to do so. Unauthorized presence, entering or remaining on public school property or attending any school related activity while under any kind of home suspension, assignment to the Transitional Learning Center or suspension / expulsion.

2.12	**Offensive Materials** Possession of obscene and/or offensive materials.
2.13	**Obscene/Offensive Communication/Manifestation** Use of obscene and/or offensive communications and/or manifestations (verbal, written, electronic, gesture) directed toward another person and/or communications and/or manifestations (verbal, written, electronic, gesture) which are deemed to create a hostile environment.
2.14	**Inappropriate Activity of a Sexual Nature** Such conduct does not rise to the level of severity of a Level 3 violation and may include public displays of affection including, but not limited to, kissing or embracing or groping on school property; sexual harassment that does not involve physical contact such as lewd gestures, or verbal conduct or communication of a sexual nature; unwelcomed sexual advances; “sexting”; requests for sexual favors; gender-based harassment that creates an intimidating, hostile, or offensive educational or work environment. *Note: May also involve a separate sexual harassment investigation under Sexual Harassment Policy JCAC: Sexual Harassment of Students.*
2.15	**Excessive Tardiness** Repeatedly reporting late to school or class.
2.16	**Skipping Class / School** Unauthorized absence from class or school and/or unauthorized leaving class/campus.
2.17	**Parking Violation (Level II)** Unsafe and/or unlicensed driving on school property, or other moderate/severe violations of the school parking and driving rules**.**

2.18	**Pocket Knife Possession (Unintentional)** Unintentional possession of a pocket knife (blade less than two inches).
2.19	**False Information** Intentionally providing false information to a school district employee, including, but not limited to, student information data and the concealment of information directly related to school business.
2.20	**Simple Assault** Intentionally touching or striking another student against his/her will or without his/her consent.
2.21	**Honor Code Violations and/or Cheating** Giving and/or receiving unauthorized aid, assistance, or an unfair advantage on any assignment or assessment.
2.22	**Inappropriate Use of Technology (including but not limited to cell phones) - level 2** Use of technology resources to: ● Sending information to others in a manner that constitutes Honor Code violations and/or cheating; ● Harass, insult, or attack others; ● Use obscene, profane, discriminatory, threatening, or inflammatory language; ● Violate copyright laws; ● Participate in online chat, direct messaging, or other forms of online communication without the permission and supervision of an authorized school district employee.
2.23	**Possession / Use of a Disruptive Device** Possession and/or use of any device which could disrupt the educational environment or process (e.g. laser light pointer, "stink bombs", sirens, or any other device that causes such a disruption)
2.24	Any other violation which the principal may deem reasonable to fall within this category after consideration of extenuating circumstances.
2.25	Soliciting, procuring, causing, encouraging, aiding, or assisting another to commit any of the foregoing violations.

Grades 6-12 - Class 2 Offenses and Consequences		
Offense	**Minimum Consequence**	**Maximum Consequence**
1st violation	Parent Contact and Saturday School	Parent Contact and 2 days ISS
2nd violation	Parent Contact and 1 day ISS	Parent Contact and 3 days ISS
3rd violation	Parent Conference and 2 days ISS	Parent Conference and 1 day OSS with a Chronic Discipline Meeting
4th violation	Chronic Discipline Meeting and 3 days ISS	Chronic Discipline Meeting (if not on 3rd) / Parent Contact and 2 days OSS
5th violation	Parent Contact / 4 days ISS	Parent Contact / 3 days OSS
6th violation	Parent Conference and 3 days OSS	Parent Conference and 5 days OSS (review Chronic Discipline Plan)
7+ violations	Parent Contact and 5 days OSS (possible referral for tribunal)	Parent Contact and 5 days OSS (possible referral for tribunal)

Class 3

3.01	**Fighting** The initiation or provocation of a fight or physical altercation, or the participation in a fight or physical altercation absent mitigating circumstances.
3.02	**Provoking/Inciting a Confrontation** Provoking, agitating, and/or inciting a fight/confrontation.
3.03	**Tobacco Sharing/Transfer/Distribution** The sharing, transfer, distribution, and/or sale (or promoting the sharing, transfer, distribution, and/or sale) of any tobacco product or "vapor" device and/or paraphernalia. The sharing, transfer, distribution, and/or sale of a tobacco product or Electronic Nicotine Delivery System (ENDS) device (including, but not limited to, e-cigarettes, vape pens, vapes, personal vaporizers, tank systems, mechanical mods, etc.) or any other "inhaling" device or innovation/paraphernalia. *Note: All items collected are subject to testing by law enforcement to determine the presence of THC.*
3.04	**Drugs (Prescribed or Over-the-Counter), Imitation Controlled Substances, Alcohol, Intoxicating Inhalants, and/or Legal Marijuana Derivatives not containing THC (Refer to US Code of Controlled Substances)** Admission of and/or being under the influence of and/or unauthorized possession or use of drugs, imitation controlled substance, drug paraphernalia, alcoholic beverages and/or intoxicating inhalants. *Note: Student(s) may be referred to a Disciplinary Tribunal Hearing upon first offense.* **Any student possessing prescription or over-the-counter medication not in accordance with requirements listed in the Medication section will be considered in violation of the LCSS Code of Student Conduct and shall be subject to the discipline set forth in the Student Handbook*.

3.05	**Arson** The willful and malicious burning of any part of School Board property (damages under $500).
3.06	**Assault upon School Board employee** The unlawful touching or striking or an attempt to touch or strike a School Board employee against his/her will or the causing of bodily harm to a School Board employee.
3.07	**Criminal Mischief** Willful and malicious injury or damages more than $200 (but less than $500) to public property or to real or personal property belonging to another.
3.08	**Possession of Weapons** Possession of any item that could be considered a weapon as covered in Lee County Board Policy JCDAE. Possession of weapons described in the policy may result in an immediate referral to a disciplinary tribunal hearing. *NOTE: Any object used in a threatening manner towards another person could be considered a weapon.*

3.09	**Threats of Death or Serious Bodily Injury** Communication (verbal, written, electronic, etc.) of a threat to kill or do serious bodily injury to another person.
3.10	**Sexual Misconduct** Any inappropriate act of a sexual nature that involves physical contact or that rises above a Level 2 offense; any act of indecent exposure, including "flashing," "mooning," or "streaking" as those terms are commonly understood; any act of indecent fondling, groping or touching of the student's own intimate body parts or the intimate body parts of another; any act of sexual intercourse, oral sex, or sodomy as the term is defined by the laws of the State of Georgia; any act of viewing or possessing which involves another student; selling, buying or transmitting sexually explicit or sexually exploitative materials, or any materials which depict a minor in a sexual manner; any act of recording images of intimate body parts, whether of oneself or of another person. *Note: May also involve a separate sexual harassment investigation under Sexual Harassment Policy JCAC: Sexual Harassment of Students.*
3.11	**Offensive Touching (Sexual)** Offensive touching of another person or self (including sexual in nature)
3.12	**Computer / Network Damage** Intentionally damaging computers, software/programs/apps, and/or computer networks, to include changing workstation or printer configuration. Also, intentionally bypassing network filtering and security to visit inappropriate websites.
3.13	**Tampering with Safety Equipment** Unjustified activation or tampering with fire alarm system, fire extinguishers, security alarm system, or other safety equipment.
3.14	**Inciting or Participating in Student Disorder** Leading, encouraging or assisting in activities or disruptions which result in destruction or damage of private or public property or personal injury, and/or the disruption of school business or educational process.

3.15	**Fleeing** Fleeing a school district employee to elude contact or questioning.
3.16	**Offensive Manifestations to District Employee(s)** Use of obscene and/or offensive manifestations (verbal, written, gesture) directed toward a district employee or volunteer and/or use of offensive manifestations (verbal, written, gesture, electronic, etc.) which are deemed to create a hostile environment (including racial comments).
3.17	**Action/Extortion After Threat** The completion of a threat to injure a person, property, or reputation of another. This includes extorting money or any pecuniary advantage whatsoever by compelling another person to do an act against his/her will.

3.18	**Gang Graffiti or Paraphernalia** Possession, transfer, distribution, or use of written material, drawings, signs, or other media related to or used in gang activities. Gang related slogans, names, apparel, etc. are not permitted on any school campus or at any school related activity.
3.19	**Bullying** As defined in Georgia law (O.C.G.A. §20-2-751.4) and in LCBOE Policy JCDAG, bullying another student in school or through cyberbullying on or off campus. The Student Code of Conduct for all schools within the Lee County School System expressly prohibits bullying. Also see LCBOE Policy JCDAG: Bullying
3.20	**Forgery** Forgery, alteration, use of users' files, folders, work, or password, or misuse of any document, record, or instrument of identification belonging to the school district.
3.21	**False Information Concerning District Employee** Falsely alleging inappropriate behavior by a teacher or other personnel.
3.22	**Inappropriate Use of Technology (including but not limited to cell phones) - level 3** Use of technology resources to: ● Create, send, display, and/or download offensive/unauthorized messages, pictures, or other media; ● Record/copy/possess/distribute video of student disorder (including, but not limited to, bullying and fighting).
3.23	**Harassment / Intimidation** The threatening, stalking, teasing, taunting, or seeking to coerce or compel a person to do something; engaging in verbal or physical conduct that threatens another with harm, including intimidation through the use of epithets or slurs involving race, ethnicity, national origin, religion, religious practices, gender, sexual orientation, age, or disability that disrupts the educational process.
3.24	Any other violation which the principal may deem reasonable to fall within this category after consideration of extenuating circumstances.
3.25	Soliciting, procuring, causing, encouraging, aiding, or assisting another to commit any of the foregoing violations.

Grades 6-12 - Class 3 Offenses and Consequences		
Offense number	**Minimum Consequence**	**Maximum Consequence**
1st violation	Parent Contact and 1 day OSS	Referral to Disciplinary Tribunal Hearing
2nd violation	Parent Conference and 2 days OSS	Referral to Disciplinary Tribunal Hearing
3rd violation	Chronic Discipline Meeting and 4 days OSS	Referral to Disciplinary Tribunal Hearing
4th violation	Parent Contact and 5 days OSS	Referral to Disciplinary Tribunal Hearing
5th violation	Parent Conference and 7-10 days OSS	Referral to Disciplinary Tribunal Hearing
6th violation	Referral to Disciplinary Tribunal Hearing	Referral to Disciplinary Tribunal Hearing

Class 4

4.01	**Drugs (Illegal - Real or Imitation Controlled Substances, Intoxicating Inhalants, marijuana derivatives, and/or any item containing THC (Refer to US Code of Controlled Substances).** ● Admission of and/or being under the influence of and/or unauthorized possession or use of illegal drugs, imitation controlled substance, drug paraphernalia and/or intoxicating inhalants (to include products containing THC). ● Transfer, distribution, sale (or the communication of the intent or desire to buy, sell, or facilitate the sale or exchange) of drugs, imitation controlled substances, alcohol, and/or intoxicating inhalants (to include products containing THC). **Any student possessing prescription or over-the-counter medication not in accordance with requirements listed in the Medication section will be considered in violation of the LCSS Code of Student Conduct and shall be subject to the discipline set forth in the code of conduct and/or the student handbook.*
4.02	**Arson - Severe** The willful and malicious burning of any part of School Board property (damages over $500).
4.03	**Intentional Assault upon School Board employee** The intentional touching or striking of a School Board employee against his/her will or the intentional causing of bodily harm to a School Board employee.
4.04	**Robbery** The taking of money or other property which may be the subject of larceny from the person or custody of another by force, violence, assault or instilling the fear of same.
4.05	**Criminal Mischief - Severe** Willful and malicious injury or damages at or in excess of $500 to public property or to real or personal property belonging to another
4.06	**Possession / Use of Weapons (inciting)** The possession and/or use of a weapon that incites fear in others present. *NOTE: Any object used in a threatening manner towards another person could be considered a weapon.*

4.07	**Terroristic Threats - District Property** Any threat (written, verbal, electronic, etc.) or act which creates a fear of harm and/or conveys a serious expression of intent to harm, to commit any act of violence or to burn or damage property. Terroristic threats shall also include, but are not limited to, bomb threats, making false calls to 911 which have the effect of causing a lock-down of a school building, the evacuation of a school building, or the search of a school building, or any bus, property, or building belonging to the school district by the school resource officer or any other public safety officer or agency, or the use of electronic communication to convey text, video, or images which have the effect of causing a disruption of the school.

4.08	**Threats of Death or Serious Bodily Injury to Staff Member** The verbal or written communication of a threat to kill or do serious bodily injury to a Lee County School System staff member.
4.09	**Sexual Acts - Violence** Acts of a violent sexual nature including, but not limited to, battery, intercourse, attempted rape or rape.
4.10	**Possession/Use of Explosive Devices** Possessing and/or igniting fireworks, firecrackers or smoke bombs, or any other dangerous device which could disrupt the educational environment or process.
4.11	**Aggravated Assault** Intentionally causing bodily harm, disability or permanent disfigurement by use of a weapon or any instrument that could be considered a weapon.
4.12	**Fighting - Excessive Force** The initiation, provocation, or participation in a fight or physical altercation that a) is violent and causes a major disruption to the school operational environment or the educational process; b) involves three or more individuals (group fight); and/or c) causes significant harm or injury (e.g. swelling, concussions, broken bones, sprains, and/or where medical attention was sought for a significant injury).

Disciplinary Actions – Class 4 Offenses
The disciplinary action for such offenses will be an automatic referral to the LCSS tribunal hearing committee. The committee could assign consequences ranging from assignment to the Transitional Learning Center (TLC) and/or out of school suspension and/or recommendation for expulsion by the principal as authorized in the expulsion procedures.

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

1. The Superintendent/designee shall convene a hearing when a student has violated any school or system rule or engaged in any other act of misconduct or insubordination that may require long-term disciplinary placement in the Transitional Learning Center, a long-term suspension, or an expulsion.
2. When a student is referred to tribunal, the Superintendent/designee shall choose three school or district administrators to serve on the tribunal committee. No member of the hearing tribunal shall be a member of the staff at the school that the student attends.
3. In the event a student or his/her parent does not wish to contest the charge(s) of violation(s) of the discipline rules of the school's code of conduct for which a tribunal has been requested, the student and parent may voluntarily accept the consequences prescribed by the school by signing a Waiver of Disciplinary Tribunal Hearing form. Such waiver shall specify the rule violation; the date and description of the incident, the prescribed consequences, and an agreement to waive the opportunity to participate in a tribunal hearing, present evidence, cross examine witnesses, and be represented by an attorney. The decision to waive the tribunal shall be final and cannot be appealed by the school or family. The waiver must be signed by the student, a parent, a school administrator and a district level administrator from the superintendent's office, who shall act as hearing officer with authority to approve the disciplinary consequences set forth in the waiver.
4. Whenever a principal/designee refers a student discipline matter to the Superintendent/designee, a certified letter shall be mailed to the student and his/her parent/guardian containing a statement of the time, place and nature of the tribunal hearing, a statement of the matters asserted and charges against the student, and a statement setting forth the right of the student to present evidence, cross-examine witnesses and be represented by legal counsel.

5. The school principal or his or her designee shall be responsible for presenting evidence in support of the charges against the student. All parties will be afforded an opportunity to present and respond to evidence and to examine and cross-examine witnesses on all issues. The hearing tribunal shall make a verbatim electronic or written record of the hearing. This record shall be available to all parties.
6. The hearing tribunal shall render a decision on whether the student committed the offense and, if so, the appropriate disciplinary action. The decision of the hearing tribunal shall be based solely on the evidence received at the hearing, including any evidence presented by either party relevant to the appropriate disciplinary action imposed. The hearing tribunal shall render a decision in writing within ten (10) days of the close of the record and shall furnish a copy of the decision to the student, his/her parents/legal guardians, the principal/designee and the Superintendent. The decision of the hearing tribunal shall be final and shall constitute the decision of the Board of Education unless either party should appeal the decision to the Board of Education.
7. Either party may appeal the decision of the hearing tribunal to the Board of Education by filing with the Superintendent a written notice of appeal within twenty (20) days from the date the decision is rendered. Such notice of appeal shall set forth the decision of the hearing tribunal and the basis of the appeal. Any decision of the hearing tribunal not appealed in this manner shall be final. In cases of out-of-school suspension or expulsion, the Superintendent may place the student in the Transitional Learning Center pending the outcome of the appeal. In other cases, the Superintendent may suspend the disciplinary action imposed by the hearing tribunal pending the outcome of the appeal.
8. The Board of Education shall review the record of the hearing, the decision of the hearing tribunal and the notice of appeal and shall render its decision in writing within ten (10) days from the date they receive the notice of appeal. The decision of the Board of Education shall be based solely on the record before the hearing tribunal and the Board shall not consider any other evidence in ruling on the appeal. The Board may find the facts to be different than those found by the hearing tribunal and the Board may modify the disciplinary action. Any decision of the local Board may be appealed to the State Board of Education by filing an appeal, in writing, within thirty (30) days after the local Board renders its decision.
9. Any student subject to a disciplinary hearing who withdraws from the Lee County system prior to the hearing must appear before a hearing tribunal to determine the student's eligibility to return to the Lee County School System in the event the student ever seeks to return to the system.
   Alternatively, the school district may proceed with the hearing in accordance with board policy despite the student's withdrawal from school.

Unsafe School Choice

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

Night/ Summer School Discipline

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

Safety in Transportation of Students.

<u>Safety Rules at the Bus Stop</u>

- Be at the designated bus stop five minutes before time for the bus to arrive.
- Wait a safe distance of 12' from the road and be prepared to quickly board the bus.

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

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

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

Safety Rules While on the Bus

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

Bus Evacuation Guidelines

- When any type of evacuation occurs, all must follow the instructions of the driver to safely unload and relocate (at least 100 feet away from the hazard and the roadway if at all possible).
- Evacuation will be practiced on each bus with students twice during every school year.
- All buses are designed with several "emergency exits". These locations are, but not limited to the entrance/exit door, rear door, emergency exit windows and roofhatches.
- Always use the front entrance/exit door during an evacuation when possible.
- All other exits should be used only when front entrance/exit door and the rear exit door are not available to use.
- When loading door is not available and the rear door is the chosen exit, selected older/mature students are instructed to assist others to the ground by sitting and sliding out feet first.
- Leave all personal belongings on the bus and to exit from the front to the back of the selected exit location.

Additional Guidelines

- Any type of conversation or behavior that distracts the driver during loading and unloading of buses should be avoided. During this critical time, complete concentration by the driver is required.

- Parents should avoid conversation with the driver during loading and unloading. During this critical time, complete concentration by the driver is required.

Bus Discipline

The following specific provisions shall govern student conduct and safety on all school buses:

(1) All provisions of the Student Code of Conduct apply to behavior on the school bus, including but not limited to, acts of physical violence as defined by Code Section 20-2751-6, bullying as defined by subsection (a) of the Code Section 20-2-751.4, physical assault or battery of other persons on the school bus, verbal assault of other persons on the school bus, disrespectful conduct toward the school bus driver or other persons on the school bus, and other unruly behavior;

(2) A meeting of the parent or guardian of the student and appropriate school district officials must be held to form a school bus behavior contract whenever:
   - A student is found to have engaged in bullying; or
   - A student is found to have engaged in physical assault or battery of another person on the school bus.

The school bus behavior contract shall provide for age-appropriate discipline, penalties, and restrictions for student misconduct on the bus. Provisions may include, but are not limited to, assigned seating, ongoing parental involvement, and suspension from riding the bus.

These provisions regarding use of a bus behavior contract are not to be construed to limit the instances when other code of conduct violations may require use of a student bus behavior contract.

(3) Students shall be prohibited from using any electronic devices during the operation of a school bus, including but not limited to cell phones; pagers; audible radios, tape or compact disc players without headphones; or any other electronic device in a manner that might interfere with the school bus communication equipment or the school bus driver's operation of the school bus; and

(4) Students shall be prohibited from using mirrors, lasers, flash cameras, or any other lights or reflective devices in a manner that might interfere with the school bus driver's operation of the school bus.

The Lee County Board of Education places the highest priority on the safety and welfare of the students riding buses. In an effort to inform students and parents/guardians of acts that can threaten safety and welfare, bus rules and regulations have been adopted. The driver, along with the Transportation Director and the school principal, has full responsibility for discipline on buses.

Bus Regulations

- Students shall obey the driver promptly and at all times. The driver is in charge of the bus and students.
- The driver has the right to assign seats as he/she deems necessary.
- Students are to help keep their bus clean by not throwing trash on the floor. Students are not to throw any object out of the windows.
- Students may not, at any time, extend their head, hands, arms, or any part of their body out of the window.
- Individuals who damage buses or equipment will be responsible for paying to fix the damage.
- Bottles, cans, knives, sharp objects, or any object that might endanger another student cannot be brought onto the bus at any time.
- Students must ride the bus to which they have been assigned.
- Students must remain seated and should face the front of the bus at all times.
- Students will behave in an appropriate and orderly manner.
- At the driver's discretion, food and drink may be allowed on the school bus. Water is allowed at all times.
- Use of electronic devices may be allowed on the school bus as long as it does not disrupt the driver or interfere with necessary communication on the bus.

Bus Disciplinary Offenses

Consequences - 6-12 Bus Suspension

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

Major offenses on the school bus

Any offense which is classified as a Class II or Class III offense in the Code of Conduct may also necessitate consequences at school.

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

Communication Numbers

Lee County Board of Education – Dr. Kathleen Truitt, Superintendent

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

Lee County Elementary School – Dr. Hailey Kilcrease, Principal

☎	Main Number	**903-2220**
•	FAX Number	**903-2237**

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

☎	Main Number	**903-2136**
•	FAX Number	**903-3997**

Lee County High School – Mrs. Melissa Edwards, Principal

☎	Main Number	**903-2260**
•	FAX Number	**903-2291**

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

☎	Main Number	**903-3590**
•	FAX Number	**903-3595**

Lee County Middle School West Campus – Mr. John Savelle, Principal

☎	Main Number	**903-2140**
•	FAX Number	**903-2160**

Lee County Middle School East Campus – Mr. Trey Haynes, Principal

☎	Main Number	**903-3500**
•	FAX Number	**903-3521**

Lee County Primary School – Mrs. Jaimie Murdock, Principal

☎	Main Number	**903-2180**
•	FAX Number	**903-2196**

Kinchafoonee Primary School – Mrs. Pam Willis, Principal

☎	Main Number	**903-2200**
•	FAX Number	**903-2218**

Twin Oaks Elementary School – Mr. Rocky Ledford, Principal

☎	Main Number	**903-2240**
•	FAX Number	**903-2257**

Transitional Learning Center - Mr. John West, Director

☎	Main Number	**903-3920**
•	FAX Number	**903-3925**