

# **LANIER COUNTY HIGH SCHOOL**

**52 WEST PATTEN AVENUE  
LAKELAND, GA 31635  
(229) 482-3868 (PHONE)  
(229) 482-3368 (FAX)**



**STUDENT HANDBOOK  
2010-2011**



**FACULTY and STAFF  
2010-2011**

<b>Principal</b>	Tim Cochran
<b>Assistant Principal/CTAE Director</b>	Kevin Moore
<b>Counselor</b>	Jill Banks
<b>Media Specialist</b>	Mary Lou Thornton
<b>Media Assistant</b>	Martha Booth
<b>Athletic Director</b>	John White
<b>Administrative Secretary</b>	Wanda Stone
<b>Registrar</b>	Delenda Metts
<b>School Police Officer</b>	Tony Giddens
<b>School Nurse</b>	Yvonne Golden
<b>Cafeteria Manager</b>	Judy Luke

**CTAE**

Sylvia Ragan, Graphic Comm.\*  
 Ben Culpepper, Agriculture  
 Shannon Danforth, Agriculture  
 Marina Ortiz, FCS  
 Susan Schools, Business  
 Emily Bollinger, Business  
 Leigh Hendley, Healthcare

**English Language Arts**

Donna Cook \*  
 Sally Kurrie  
 Carol Moore

**Fine Arts**

Matt Elder, Band

**Foreign Language**

Kim Rampley, Spanish

\* Department Chairpersons

**Math**

Margo Montgomery \*  
 Kim Kudyk  
 William Proal  
 Victoria Hankins Smith

**Science**

Deidre Chadwick\*  
 Ginger Cochran  
 Jared Gardner

**Social Studies**

Barbara Davis \*  
 John White  
 Brian Sirmans

**Physical Education & Health**

Wade Beale \*

**Resource Teachers**

Melissa Rice \*  
 Deidra Berryhill  
 Michael Adams

**Resource Paraeducators**

Stacey Gore

**Novel**

Ann Adams

**Alternative School**

Jesse Robinson

**ISS**

Chris Vinson

**Vision**

The vision of Lanier County High School is for all students and teachers to engage in learning as a lifelong process.

**Mission**

The mission of Lanier County High School is to create quality educational experiences with high expectations in all school activities.

# Academics

## ACCEL

Students enrolled at Lanier County High School in the 11th or 12th grades may be eligible for the ACCEL Program through Valdosta State University. The program allows eligible students to apply credits earned at VSU to credits required to receive a high school diploma. See the counselors for details.

## COMPUTERS

Computers are provided to assist in the learning process under supervision of a teacher and are housed in each classroom and in the computer labs. Students will use classroom computers only with the teacher's permission and presence. Students may not use computers until they and parents have signed the Internet Acceptable Use Policy.

## END OF COURSE TESTING

End of Course Tests (EOCT) will be used as the final exam in the courses assessed by an EOCT. A student's numeric score on the EOCT will count for 15% of the student's final numeric grade in the course assessed by EOCT. There is no exception to this rule.

## FINAL EXAM EXEMPTIONS

Students will be allowed to exempt final exams each semester. The following conditions must be met in order for the students to exempt any exams:

- 1) Must not have more than three (3) absences in the course during the semester with an average of an A.
- 2) Must not have more than two (2) absences with an average of a B.
- 3) Must not have more than one (1) absence with an average of a C.
- 4) Must not have any ISS or OSS discipline referrals during the semester.
- 5) Must not be on the debt list.

## FINAL EXAM SCHEDULE

Final exams are required on the last two days of each semester. For courses that do not require an EOCT, the final exam will be cumulative and will count 15% of the student's course grade. For courses that do require an EOCT, the final exam will include material since the EOCT and will count as a regular test grade. Students and parents are asked not to schedule vacations or out-of-town trips on exam days. Any exception to the final exam schedule must receive written approval from an administrator. Students who miss a final exam must complete the exam on the first teacher work day after the end of the semester. The 2010-2011 final exam schedules are as follows:

### Fall Semester:

Thursday, December 16<sup>th</sup>: 1<sup>st</sup> & 2<sup>nd</sup> Block classes

Friday, December 17<sup>th</sup>: 3<sup>rd</sup> & 4<sup>th</sup> Block classes

### Spring Semester:

Thursday, May 19<sup>th</sup>: 1<sup>st</sup> & 2<sup>nd</sup> Block classes

Friday, May 20<sup>th</sup>: 3<sup>rd</sup> & 4<sup>th</sup> Block classes

\*Finals will be given in the 1<sup>st</sup> two morning blocks. Attendance in the afternoon is voluntary and students can leave with proper checkout.

## GIFTED EDUCATION

Gifted students demonstrate a high degree of intellectual and/or creative ability(ies), exhibits an exceptionally high degree of motivation, and/or excels in specific academic fields, and who needs special instruction and/or special ancillary services to achieve at levels commensurate with his or her abilities. These guidelines are provided by the state and will be maintained by the local board of education.

## **GRADE PLACEMENT**

Grade placement is made annually at the end of the second or summer semester. Requirements for grade placement are as follows:

### **To be classified:**

As a 10th grader  
As an 11th grader  
  
As a 12th grader

### **The student must have:**

5 Units  
12 Units (of which 2=Math, 2=English, 2=Social Studies, 2=Science, beginning  
With incoming freshmen of 2010-2011 school year.)  
20 Units

- Any student that misses his/her 8<sup>th</sup> credit (i.e. becomes behind by one year academically) may be enrolled into alternative school, at administrative discretion, until which time they catch up and become eligible for graduating with their original class group.

## **GRADING PERIODS AND REPORT CARDS**

The school year will be divided into four (4) nine week grading periods and a report will be issued at the end of each nine weeks.

## **GRADING SYSTEM AND CONDUCT**

90-100	A	Satisfactory	S
80-89	B	Needs Improvement	N
70-79	C	Unsatisfactory	U
Below 70	F		

## **HONOR ROLL**

An Honor Roll will be published at the end of each grading period. To be eligible for A-Honor Roll, a student must have an average of 90 or above in each subject. To be eligible for A/B-Honor Roll, a student must have no grade below 80 and at least one A.

## **INCOMPLETES**

Any student who receives an incomplete in a course is given three (3) days in which to complete required work. After that time, each assignment not completed will be given a zero and grades will be averaged. Anyone missing a final exam must have a doctor's note, or prior arrangements must have been made by parents with the school principal before the day of the exam if the exam is to be made up. Otherwise, exams missed will be given a grade of zero and averaged appropriately into the student's course average.

## **PARENT CONFERENCES**

Parent conference nights will be held at the end of the first and third nine weeks grading periods for parents to pick up report cards and talk with teachers. All parents are encouraged to attend these conferences or to contact your child's teacher if you have questions or desire more information about your child's academic progress.

## **PROGRESS REPORTS**

Progress reports will be sent to parents in the middle of each nine week grading period. If a parent wishes to check on progress more frequently, he/she may request a parent/teacher conference during the teacher's planning block or after school. Parents may also access student attendance and grade information online through PowerSchool.

## **TEXTBOOKS**

Students who lose or misuse textbooks will be fined the amount necessary to replace them. Grades and report cards may be held until such payments are made.

# Attendance

## ABSENCE/TARDY NOTES

Frequent absences affect scholarship, interest in school activities, and eventually student attitude toward school. Anytime a student is absent, the parent or **guardian must write a note explaining the reason for the absence**. The written note should accompany the student when he/she returns to school and should be given to the Attendance Secretary in the front office. The note should be signed, dated, include contact information, and explain the reason for the absence. Written excuses will only be accepted for three (3) school days following the last date of absence from school. All absences will be considered unexcused unless a verifiable note is submitted in the required time frame.

Absences from school are either excused or unexcused. Absences due to any of the reasons listed in the section "Excusable Absences" or with special permission from the principal (obtained in advance by the parent or guardian) are considered excused.

Excessive absences may result in a student's attendance being monitored. The school may also request a doctor's excuse. If there is no improvement in attendance, the School Social Worker may become involved. Possible outcomes may include a referral to Juvenile Court, Magistrate Court, State Court, the Department of Family and Children Services as well as consequences stated in state law OCGA 20-2-690-1.

## AFTERNOON BELLS

School will be dismissed at 2:50 p.m. All students must leave campus by 3:20 unless they are involved in a school-sponsored activity, waiting on the bus or a ride, or participating in an activity under the direct supervision of a teacher, coach, or administrator. The building will be locked at 3:30 p.m. each day.

## APPEALS PROCESS

Students who have passing grades in a course but received no credit due to excessive unexcused absences may appeal the Attendance Hardship Committee. In the case of an appeal, the Attendance Hardship Committee shall determine whether unusual conditions or extenuating circumstances in the student's personal or family life would require that the provisions of the attendance policy be waived. If the committee determines that there are no unusual conditions or extenuating circumstances relating to the student's personal or family life that impeded the student's ability to attend school, the student shall not be allowed to receive credit for the course(s).

Appeals must be presented to the Social Worker in writing within ten (10) days prior to the end of the term and will be accepted from a student, parent or guardian.

## ATTENDANCE HARDSHIP COMMITTEE

The Attendance Hardship Committee will meet at the end of each semester to hear appeals and to discuss each case individually. The student and/or parent/guardian will be expected to justify and support with documentation each absence beyond the five (5) day unexcused limit. The committee shall hear the request and approve or reject the appeals for waiver of the policy. Parents will be informed by mail of the committee's decision. The Attendance Hardship Committee members shall be appointed by the principal and shall be composed of one (1) administrator and three (3) teachers.

## CERTIFICATES OF ATTENDANCE

All fifteen, sixteen, and seventeen-year-old students who intend to apply for a Georgia Learner's or Driver's License must present to the Department of Motor Vehicles a signed and notarized certificate of attendance from Lanier County High School. Students will need two certificates of attendance during their high school career: one for the Georgia Learner's Permit and another one for the Driver's License. These may be obtained by signing up for one in the Counselors' Office on Monday-Wednesday during the week of the Friday when the student needs the certificate. Those students who have requested a certificate by the end of the school day on Wednesday will receive the certificate on Friday. The Certificate of Attendance is notarized, dated and valid for one month from the date of issue. It is the student's responsibility to plan ahead when requesting a certificate of attendance and to report to the Counselors' Office on Friday to pick up his/her certificate of attendance.

In accordance with Georgia state law (O.C.G.A. 40-5-22), the Georgia Department of Driver Services will suspend the license of a minor who:

1. Has dropped out of school without graduating and has remained out of school for ten consecutive school days.
2. Has more than ten school days of unexcused absences in the current academic year or ten or more school days of unexcused absences in the previous academic year.
3. Has been suspended from school for:
  - Threatening, striking, or causing bodily harm to a teacher or other school personnel.
  - Possession or sale of drugs or alcohol on school property or at a school sponsored event.
  - Possession or use of a weapon on school property or at a school sponsored event.
  - Any sexual offense prohibited under Chapter 6 of Title 16.
  - Causing substantial physical or visible bodily harm to or seriously disfiguring another person, including another student.

Any infraction of the above conduct offenses will result in a one-year suspension of license or the license shall be suspended until the minor's eighteenth birthday, whichever comes first.

Any questions concerning this law should be directed to Mrs. Metts in the Counselors' Office.

### **CHECKING IN**

If a student arrives after 7:55 the student must report to the front office to check in. When a student has three (3) unexcused tardies during the same academic semester, the student will receive an unexcused absence for that class. Every three unexcused tardies will equal one unexcused absence and can result in the loss of credit. Acceptable excuses for tardies are for personal illness, doctors' appointments, and/or legal or court appointments. A note from the parent or guardian is to be submitted to the Attendance Secretary whenever a student checks in during the school day.

### **CHECKING OUT**

To leave school before the end of the school day, a student must bring to the office a verifiable, signed note with a phone number on it from a parent or guardian requesting dismissal. If the note can not be verified, the parent or guardian must come to the school and personally sign out the student. A photo ID or positive identification by school staff is required before any student may be checked out of school. Students will **not** be dismissed to anyone whose name and information is not included on the checkout sheet or school database unless prior documented and verifiable permission has been granted by the student's guardian of record. Once a student is checked out they must leave campus.

**-Lunch & Study Hall-** No phone calls will be allowed for checking out students during lunch and/or study hall.

If a student needs to be checked out at this time his/her guardian will be required to come to the school to physically check them out.

### **EXCUSABLE ABSENCES**

The following list includes reasons for absences to be considered excusable. Appropriate documentation may be required.

- Personally ill and whose attendance in school would endanger their health or the health of others.
- Death or serious illness in a student's immediate family (parents/guardians, siblings).
- A court order or an order by a governmental agency mandating absence from school, including pre-induction physical examinations for service in the armed forces.
- Observing religious holidays, necessitating absence from school.
- Conditions rendering attendance impossible or hazardous to student health or safety. Such conditions will be determined by the Superintendent.
- Registering to vote or voting in a public election (not to exceed one day)
- Serving as a page of the Georgia General Assembly
- Have a parent or legal guardian in the military service and such parent or legal guardian has been called to duty for or is on leave from overseas deployment to a combat zone or combat supporting post up to a maximum of five school days.
- Official visits to colleges or other accredited post-secondary schools. Such visits should not exceed one day for Juniors or two days for Seniors, unless approval has been received in writing from the Principal.

**\*\*\* "Senior Skip Day" is an UNEXCUSED absence.**

## **GRADES AND ABSENCES**

Final student course grades shall not be penalized because of absences if the following conditions are met:

- Absences are justified and validated for excusable reasons.
- Make up work for excused absences must be satisfactorily completed. Local boards of education are not required to provide make-up work for unexcused absences.

## **HANDWRITTEN NOTES**

Lanier County High School will accept parental notes for five (5) days of absences/tardies per semester. After five (5) days have been excused by parent notes all other subsequent excuses must be documented by medical notes or other approved documentation for reasons listed in the "Excusable Absences" section.

## **HOSPITAL HOMEBOUND**

Students who become seriously ill or who will be hospitalized for an extended period may be eligible for Hospital Homebound instruction. Parents should contact the child's counselor for information as soon as the problem is known.

Students enrolled in the Hospital Homebound program are not considered absent because they receive services from a certified teacher for a specified number of hours each week.

## **LOSS OF CREDIT FOR ATTENDANCE**

Any high school student who has more than five (5) unexcused absences during a semester will not receive credit for the course in which the absences occur unless a doctor's statement is secured for the days absent in excess of five (5) days per semester. Exceptions to this policy will be made only through a local appeals process (see Attendance Hardship Committee).

\*Once a student receives their 10<sup>th</sup> unexcused absence for the year they may be placed in alternative school for the remainder of the year.

## **MAKE-UP WORK**

Students who have an absence will be allowed three (3) days from the day they return to school to make arrangements which are satisfactory with each individual teacher to make up work missed. It is the responsibility of the student to check with teachers about make-up work. Work assigned while the student was present with a due date falling during the student's absence is due on the day of return. Parents are encouraged to call the school office to get assignments for students who are absent for more than two days. All work must be completely made up before the 4 ½ week grading period ends. Students with unexcused absences will only be allowed to make up work to a grade of 70%. Out-of-school suspensions (OSS) are considered to be unexcused absences.

## **MORNING BELL**

School doors will open for students at 7:30. Students should report to the Cafeteria until hallways open at 7:40 for student access. School officially begins at 7:55. Students arriving after 7:55 will be counted tardy and should report to the front office to check in.

## **TARDY TO CLASS**

Tardies and early dismissals will be calculated for each class. Students who leave a class early or who are tardy to a class risk missing too many days in classes. If a student misses more than thirty (30) cumulative minutes of a class period, the student will be counted as absent for that class period. Every three (3) unexcused tardies in a class will result in one unexcused absence and can lead to a loss of credit.

## **TARDY TO SCHOOL**

Any student arriving at school after the 7:55 bell is tardy and should report to the front office to check in. Any student who is on school property but is not in his or her assigned 1<sup>st</sup> block classroom or other assigned area immediately following the bell will be considered tardy to school.

## **VISITS TO POST-SECONDARY INSTITUTIONS**

Official visits to colleges or other accredited post-secondary schools are considered to be excused absences. Such visits should not exceed one day for Juniors or two days for Seniors, unless approval has been received in writing from the Principal. Appropriate documentation from the post-secondary institution must be returned to the registrar for the absence to be counted as excused.

## **WITHDRAWALS**

Local schools are authorized to withdraw a student who:

1. Has missed more than 10 consecutive days of unexcused absences;
2. Is not subject to compulsory school attendance;
3. Is not receiving instructional services from the local system through the Hospital Homebound program or instructional services required by the federal Individual Disabilities Education Act (IDEA).

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

The school is authorized to withdraw a student subject to compulsory attendance if the superintendent or designee has determined that the student is no longer a resident of Lanier County or enrolled in a legitimate home study program.

Schools shall withdraw students retroactive to the first day of the consecutive absences.

## **Code of Conduct**

### **PURPOSE OF THE CODE**

It is the purpose of the Lanier County School District to operate each school in a manner that will provide an orderly process of education and provide for the welfare and safety of all students who attend the schools within the district. In accordance with that purpose, the Board of Education has adopted a policy (JCDA) which requires all schools to adopt codes of conduct which require students to conduct themselves at all times in a manner that facilitates a learning environment for themselves and other students. These standards for behavior require students to respect each other and school district employees, to obey student behavior policies adopted by the Board, and to obey student behavior rules established at each school within the district.

The school's primary goal is to educate, not to punish; however, when the behavior of an individual student comes in conflict with the rights of others, corrective actions may be necessary for the benefit of that individual and the school as a whole. Accordingly, students shall be governed by policies, regulations, and rules set forth in the Code of Conduct. See Board of Education Policy JCDA~E(1) for the full text of the Code of Conduct.

### **PLACES REGULATED BY THE CODE**

The Code of Conduct is effective during the following times and in the following places:

- ◆ at school or on school property at any time,
- ◆ off school grounds at any school activity, function or event and while traveling to and from such events,
- ◆ in vehicles provided for student transportation by the school system, and
- ◆ at any designated school bus stop.

Students may also be disciplined for conduct off campus that is felonious or which may pose a threat to the school's learning environment or the safety of students and employees. Parents are urged to become familiar with the Code of Conduct and to be supportive of it in their daily communication with their children and others in the community.

### **BULLYING**

Effective July 1, 1999, state law (O.C.G.A. 20-2-751.4) prohibits bullying by students on school campuses and/or at school-sponsored events both on campus and away from campus. Bullying is defined as "any willful attempt or threat to inflict injury on another person, when accompanied by an apparent ability to do so, or any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm." The third offense in a school year shall lead to an alternative school assignment.

### **BUS CONDUCT (see Board Policies EDCB and JCDAD)**

Pupils are expected to conduct themselves in an orderly manner when waiting for or riding the bus. It is important not to distract the bus driver. Misbehavior on the bus may deprive a student of the privilege to ride.

## **Minor Offenses**

- Orderly behavior is expected at the bus stop. Use only the bus and bus stop assigned to you. When it is necessary to get off the bus at another stop or ride another bus, the driver will need a bus pass from the office. The office will need a note signed by a parent or guardian prior to providing the student with a bus pass.
- Be on time at the bus stop (five minutes before the bus is scheduled to arrive). The driver will not wait for a tardy passenger.
- If you must cross the street, wait for the driver's signal and cross in front of the bus.
- No balloons or live animals, birds, reptiles, fish, or insects are permitted on the bus.
- Bus drivers may make additional rules as necessary to maintain the safety of the bus.
- Remain seated, facing forward while the bus is in motion. The driver may assign seats.
- Keep your hands and feet to yourself at all times.
- Talk quietly. Silence is required at railroad crossings.
- Eating, drinking of beverages, and littering are prohibited on the bus.

## **Major Offenses**

- The use of inappropriate language
- Head and arms outside the bus
- Tampering with or damaging bus equipment
- Fighting or inciting a fight on the bus
- Possessing, distributing, or using illegal drugs, tobacco and alcohol on the bus
- Disregarding bus driver's directions

## **CELL PHONES AND OTHER ELECTRONIC DEVICES**

Students are not to use or have in visible possession cell phones or other electronic devices during school hours. These devices will be taken up and given to an administrator and may be returned to the student or parent/guardian as prescribed below;

- First Offense = \$10.00 fine
- Each Additional Offense = an increase of \$5.00 per offense
- Students can pick up items from 2:55-3:30 only.

## **DISCIPLINARY ACTIONS AT LANIER COUNTY HIGH SCHOOL**

### **After School Detention**

Assigned by a teacher, After School Detention is the first method of intervention to correct inappropriate student behavior that cannot be corrected through appropriate in-class interventions. After School Detention and the offense(s) that warrant its assignment will appear on the student's discipline history only if the misbehavior persists and the student is subsequently referred to an administrator for further discipline. After School Detention will last no later than 4:00pm. Lunch Detention may be assigned in lieu of After School Detention.

### **Corporal Punishment**

With parental permission (see Board Policy JDA in student handbook), corporal punishment is administered by administrators in the presence of at least one witness. Corporal Punishment may be administered in lieu of ISS or bus suspension at the discretion of the principal.

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

Assigned by an administrator, the student spends one or more days in the ISS room, writes a plan, and works on the regular classroom assignments. Students may be assigned ISS for a maximum of 10 consecutive days. Students may not participate in any extracurricular activities during the time period assigned to ISS, including scheduled practices or rehearsals, and including if the ISS overlaps a weekend or school holiday.

### **In-School Detention(ISD)**

Assigned by an administrator or teacher, the student serves the remainder of a class period in the ISS room. ISD does not constitute an office referral but can only be used on limited bases by the teacher before an office referral must be made.

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

Assigned by an administrator, the student is suspended from school for a limited number of days. Students may not participate in any extracurricular activities or be on school campus or at any school function during the time period assigned to OSS, including if the OSS overlaps a weekend or school holiday. Students who violate this restriction may be charged with criminal trespass. OSS is considered to be an unexcused absence.

**Maximum Punishments**

The maximum punishments such as long-term suspension or expulsion will be determined only by a disciplinary tribunal as outlined in Lanier County Board of Education policies JDD and JDE.

## LCHS 2010-2011 Code of Conduct Chart

Parents and Students,

The purpose of the Code of Conduct is to provide a concise synopsis of the regulations in place, which assist school personnel in providing a safe and orderly learning environment. Please discuss these regulations and become familiar with the progressive behavioral correction plan. The jurisdiction of a public school is not limited to the property of the public school and may include incidents that occur off-campus during times in which the public school has direct control or authority. Additionally, certain severe acts of off-campus misconduct may result in suspension or expulsion from school.

Incident	1 <sup>st</sup> Disposition	2 <sup>nd</sup> Disposition	3 <sup>rd</sup> Disposition	4 <sup>th</sup> Disposition	5 <sup>th</sup> Disposition
<b>LEVEL I</b>	*Teacher Discretion	*Teacher Discretion	*Teacher Discretion	*Teacher Discretion	Office Referral
General Class Disruptions					
Misuse of Technology 05					
Disregard for directions or commands					
Cheating , Forgery, Giving False Information					
Loitering, Off-Limits Area					
Other disrespectful behavior					
Public Displays of Affection					
Inappropriate verbal, or non-verbal expression					
<b>LEVEL II</b>	Corporal Punishment Or 1 day OSS PD	Corporal Punishment Or 2 days OSS PD	3 days OSS PD, PP, PT, STA	5 days OSS PD, PP, PT, STA	10 days OSS PD, PP, PT, STA
Level I Office referral					
Skipping school/Leaving Campus w/out permission					
Skipping Class					
Disrespect toward school authorities					
Horseplay, Unruly Conduct, Hitting/Pushing					
Obscene Material, Inappropriate Touching or Contact					
Major Bus Misconduct					
<b>LEVEL III</b>	3 days OSS PD, PP, PT, STA	5 days OSS PD, PP, PT, STA	10 days OSS PD, PP, PT, STA		
Fighting 08 O.C.G.A. 20-2-751.5					
Trespassing O.C.G.A. 16-11-35					
Bullying O.C.G.A. 20-2-751.4					
Gang Activity or Paraphernalia					
Tobacco Possession, Use, Paraphernalia 18					
Damage, Destruction, or Theft of Property 20					
<b>LEVEL IV</b>	10 days OSS PD, PP, PT, STA				
Fighting resulting in injury O.C.G.A. 20-2-751.5					
Weapons 22, 23, 25, 26 O.C.G.A. 20-2-751.1					
Alcohol Possession, Alcohol Consumption 01					
Drugs: Possession, Distribution , Paraphernalia 07					
ALL threats of harm to school, students, and staff.					
<b>Bus Referrals</b>	Corporal Punishment Or 1 day bus suspension, PD	Corporal Punishment Or 3 day bus suspension, PD	5 day bus	10 day bus	Bus suspension For rest of the year

(OSS=Out of School Suspension, PD=Principal discretion, PP=Possible referral to Police, PT=Possible referral to tribunal,

STA=Subject to arrest.)

### Authority of Principal

The "Code of Conduct" chart indicates minimum consequences of discipline situations and is not intended as absolutes. Discipline situations reported to the administration will be dealt with using administrative discretion. Other violations of student conduct will be referred to the LCHS Administration. The principal is the designated leader of the school and, in concert with the staff, responsible for the orderly operation of the school. In cases of disruptive, disorderly or dangerous conduct not covered in the Code of Conduct, the principal may undertake corrective measures which he or she believes to be in the best interest of the student and the school, provided any such action does not violate school board policy or procedures.

### PROGRESSIVE DISCIPLINE PROCEDURES

When it is necessary to impose discipline, school administrators and teachers will follow a progressive discipline process. The degree of discipline to be imposed by each school official will be in proportion to the severity of the behavior of a particular student, the student's discipline history, the approved code of conduct, and other relevant factors.

**Level I Discipline**

Offenses are minor acts of misconduct which interfere with orderly school procedures, school functions, extracurricular programs, approved transportation, or a student's own learning process. Students will be disciplined by the professional staff member involved.

**Level II Discipline**

Offenses are intermediate acts of misconduct, which require administrative intervention. These acts include, but are not limited to, repeated, but unrelated, acts of minor misconduct and misbehaviors (Level I) directed against persons or property but which do not seriously endanger the health, safety or well-being of others. The student may be referred to behavior support services for further evaluations.

**Level III Discipline**

Offenses are serious acts of misconduct including, but not limited to, repeated misbehavior that is similar in nature, serious disruptions of the school environment, threats to health, safety, or property and other acts of serious misconduct. These offenses must be reported to the principal of designee.

**Level IV Discipline**

Offenses are the most serious acts of misconduct. These offenses must be immediately reported to the principal or designee. These violations are so serious that they may require referral to outside agencies and/or law enforcement.

**DISCIPLINE OF STUDENTS WITH DISABILITIES**

Students who have been identified as having a learning or physical disability and are receiving special education services under the provisions of the Education for All Handicapped Children's Act (EAHCA) must be viewed differently in determining what appropriate discipline is to be administered.

Before long term suspension or expulsion may occur, it must first be determined whether the misconduct of the student is a manifestation of the handicapping condition of the student. Short term suspensions or temporary suspensions not in excess of ten days are permitted and will not constitute a change in placement unless the cumulative of short-term suspensions constitute in reality a long term suspension or expulsion.

**DISCIPLINE OF TRANSFER STUDENTS**

Students transferring into Lanier County Schools will not be enrolled until all records including disciplinary records are received and evaluated. The administration reserves the right to place students with chronic discipline issues into Lanier County's alternative education program until such time as appropriate behavior has been exhibited and the principal deems placement into the traditional classroom setting is appropriate. The alternative setting may be ISS or the Alternative School at the principal's discretion.

**DRESS CODE (see Board Policies JCDB and JCDB-R)**

Students are to be neat and clean both in dress and person. Dress should be such that the safety of the wearer should be protected and not to distract, disturb, or interfere with the educational program of students.

If teacher and principal both declare a student unfit to appear in school, he or she may be sent home to be properly attired for school.

A student shall not dress, groom, wear or use emblems, insignias, badges, or other symbols where the effect thereof is to distract unreasonably the attention of other students or otherwise to cause disruption or interfere with the operation of the school. The principal or other authorized school official shall determine whether any particular mode of dress, apparel, grooming or use of emblems, insignias, badges or other symbols results in such interference or disruption as to violate this rule, and shall give notice of such interference or disruption, and its cause, to all students by announcement or posting at the school.

**The following are not allowed:**

1. Head coverings, combs, hair picks, brushes, or rollers. Hats are not to be worn in the building at any time.
2. Hair styles and colors determined by the administration to be distracting to others.
3. Sunglasses (unless justified by a doctor's note).
4. Any garment that does not cover the midriff, cleavage, undergarments, lower back when the student is seated, or which is immodest or revealing.
5. See-through fabrics which reveal undergarments, etc.
6. Sleeveless shirts or tank tops, unless appropriate clothing is worn underneath.
7. Emblems, slogans, and/or words referring or alluding to tobacco, alcohol, drugs, race, ethnic groups, sex, violence, gangs, negative connotations or symbols that are racially charged .
8. Clothing with song lyrics or text encouraging violence, or images of individuals or groups who promote violence through their music, movies, or literature.
9. Bare feet, bedroom shoes.
10. Pants or clothing with holes. Clothing should be in good repair, holes are not acceptable.
11. Pants worn with the belt line below the waist line.
12. Pajamas, pajama type clothing, or clothing that may reasonably be considered to be pajamas.
13. Gym type shorts (consisting of draw string or elastic waist band) of any description or sweat pants.
14. Skirts/shorts shorter than three inches from the bend of the knee. Any skirt or dress worn over another garment must meet this rule.
15. Exposed body piercing, including clear studs, other than on the ears.
16. Chains, wallet chains, spiked jewelry, or other items which may be dangerous.

Students who are unacceptably dressed will be referred to the office. If they cannot correct the problem they will remain in ISS until a guardian can bring an appropriate garment for them. If the student continues to violate the dress code they will receive an official write up (Level II offense).

The above dress code serves as a guideline for LCHS students. As styles change, the school reserves the right to provide further clarification of appropriate dress to the students, faculty, and parents of our students. The decision of the administration regarding any questionable dress code is final.

**EXPULSION/TRIBUNAL PROCEDURES**

A student accused of a serious violation of the Lanier County High School Code of Conduct which, in the opinion of the principal or his designated representative, may require a disciplinary tribunal or expulsion from school, shall be afforded the due process as described in Lanier County Board Policies: JCEB Student Hearing Procedure, JDD Student Discipline, and JDE Expulsion. In emergency situations, these procedures may be modified so long as reasonable efforts are made to provide substantially similar opportunities for due process.

**SUSPENSION PROCEDURES**

Any pupil committing a violation of reasonable school rules and regulations may be suspended by the principal for a period up to ten (10) consecutive days. Suspension for ten (10) days or less may be administered with due process procedures following these steps:

1. The student should be advised informally of the charges.
2. If the student denies the charges, an explanation of the evidence the authorities have and an opportunity to present the student's side of the case should be granted.
3. If the student does not deny the charges, no further explanation is necessary.
4. There need be no delay between the time notice is given and when the "hearing" is held.
5. Confrontation, right of counsel, and right of the student to call his/her own witnesses need not be afforded the student.
6. Even these informal procedures need not be afforded where the student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process. In such cases, the notice and hearing should be afforded as soon as practical.

Students may be suspended in school (ISS) for a maximum of ten (10) consecutive days, at which time further discipline will warrant suspension out-of-school (OSS). Students failing to serve ISS as prescribed may be assigned OSS in lieu of the remaining ISS assignment or in addition to the ISS assigned at the discretion of the principal.

### **WEAPONS**

It is unlawful for any person to carry, possess, or have under control any weapon at a school building, school function, on a bus or other transportation furnished by the school, or within 1,000 feet of the school property.

The term “weapon” means and includes any pistol, revolver, or any weapon designed or intended to propel a missile of any kind, or any dirk, bowie knife, switchblade knife, ballistic knife, any other knife, straight-edge razor, razor blade, spring stick, metal knucks, blackjack, any bat, club, or other bludgeon-type weapon, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nun chuck, nunchaku, shuriken, or fighting chain, or any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any weapon of like kind, and any stun gun or taser as defined in subsection (a) of Code Section 16-11-106.

**Punishment:** 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 ten years, or both.  
See O.C.G.A. 16-11-127.1 for further details.

### **ACCEPTABLE INTERNET USE POLICY**

#### **Electronic Media**

Lanier County Board of Education makes available a variety of information through technology related media resources. The Internet is one such electronic medium through which computers can be employed to enhance existing classroom activities and curricula while also providing opportunities that previously were unavailable. Regarding the use of electronic media, all students and employees are required to abide by all ethical, legal, and school policies. Access to the Internet is provided through the cooperation of several state and federal agencies, as well as many private organizations. Since communications on the Internet are of a public and unmediated nature, adherence to school rules is necessary. Additionally, teachers will employ supervision and care necessary in determining appropriate use of material located on the Internet.

#### **Terms and Conditions for Internet**

In order to ensure continued proper use of Internet resources, the technology coordinator or any school administrator will deem what is inappropriate use and may terminate a student’s or an employee’s access privilege at any time. Additionally, any staff member may request the technology coordinator or school administration to deny, revoke, or suspend specific user privileges.

School access to the Internet is provided based on the following conditions:

- The principal will designate a panel of teachers to determine what shall be considered inappropriate use.
- This panel will be responsible for enforcing appropriate use.
- All users will sign an acceptable use policy.
- A copy of this acceptable use policy will be placed in the system policy manual and student handbook.

#### **Disclaimer of Liability**

Under no circumstances shall Lanier County Schools be liable for a student’s or employee’s inappropriate use of computer resources, violation of copyright instructions, mistakes or negligence, or incurred costs. Lanier County Schools shall not be responsible for ensuring the accuracy or usability or any information found on the network including the Internet.

### **Monitored Use**

The Lanier County Board of Education authorizes the Superintendent or his designee to develop guidelines for network use and authorizes him to employ all means necessary to monitor network traffic to ensure appropriate use for educational and/or administrative purposes. Network use, including use of the Internet, is a privilege and shall not be considered confidential

## **General Information**

### **DEBT OBLIGATIONS**

Students are responsible for any debts incurred. These include but are not limited to monies owed to the office, Media Center, athletic department, teachers, School Board in the case of damage assessments, fund raisers, for class dues, club dues, or any settlements. Students must clear any debts before receiving a locker, parking permit, report card, or diploma. Additionally, students who have an outstanding debt will not be allowed to participate in any extracurricular activities or graduation ceremonies until the debt has been cleared.

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

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

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

### **FUND RAISERS**

All fund raising and sales on the school campus must have authorization of the principal, superintendent, and Board of Education. There will be nothing sold on the school campus or school buses by any group, individual, or organization which is not sponsored by the school. The principal must approve all solicitations.

### **GAMBLING**

Gambling, games of chance or any other activity that may be construed as gambling is prohibited on school property. For this reason playing cards and card games are not allowed in the building at anytime.

### **GIFTS**

Students should not bring or have delivered to the school balloons, flowers, cakes, stuffed animals or any other items intended as gifts. Any such items will be confiscated and returned at the end of the school day but will not be allowed onto school buses. Refusing to relinquish such items when requested will constitute a refusal to follow instructions of school personnel and will be dealt with appropriately.

## **HALL PASSES**

Students **must** have a teacher issued hall pass or student agenda to be in the hallways during class time. Students need to limit the number of times they ask to be excused from the classroom and should not ask to leave the classroom during the first or last ten minutes of class except for emergencies. Students found in the hallway without a legitimate pass will be disciplined. Teachers have the option of assigning detention if requests become frequent. Students who miss more than a total of thirty (30) cumulative minutes of class will be counted as unexcused absent from the class for the day.

## **MEDIA CENTER**

The Media Center is open daily from 7:45 to 3:30 for student use. All those visiting the Media Center are expected to conduct themselves in a quiet, studious manner. Each student is responsible for Media Center materials issued to him/her and must pay for any damage to them while they are in his/her possession. Students should move quietly in the hallways immediately outside the Media Center.

## **MOMENT OF SILENT REFLECTION**

Each morning immediately following the 7:55 bell, all students, faculty, and staff will observe a Moment of Silent Reflection. It is a time mandated by Georgia law (O.C.G.A. 20-2-1050) to allow everyone time to reflect on the events of the coming day and to prepare for a productive learning experience. During the Moment of Silent Reflection, ALL faculty, staff, and students must remain completely silent for the time period observed. It is the law.

## **PARTIES**

There will be no class, club, or team parties or similar social gatherings of any type during the school day without written permission from the principal.

## **PERSONAL PROPERTY**

Students are warned and advised **not** to bring valuables and expensive, personal belongings to school. Large amounts of money, jewelry, and other valuables are too big a temptation for some to resist. Dressing rooms, lockers, parking lots, and classrooms are **not** always the safest places to leave valuables. In physical education classes, valuables may be given to the teacher for safekeeping. It is better to take extra precautions than to be the victim of a loss or theft. It is advisable for students to use a permanent marker to label items such as jackets, tennis shoes, book bags, and other personal belongings. Students should not leave their personal items unattended, as the school is not responsible for personal items that end up missing.

## **PLEDGE OF ALLEGIENCE TO THE FLAG**

Each morning after the Moment of Silent Reflection, everyone will recite the Pledge of Allegiance to the Flag. Reciting the Pledge of Allegiance to the Flag each morning is a time to remind ourselves of the privileges and freedoms we share as Americans, not the least of which is the opportunity to receive a free, public education.

## **SCHOOL WEB SITE**

The school web site ([www.lanier.k12.ga.us/high%20school/LCHSwebpage.htm](http://www.lanier.k12.ga.us/high%20school/LCHSwebpage.htm)) is a valuable resource for information and updates about LCHS. Please visit the site frequently as new links are added throughout the school year.

## **SELECTIVE SERVICE REGISTRATION**

Federal law requires that each male register for the Selective Service within a 30-day period of his eighteenth birthday. Registration forms and additional information regarding the Selective Service Registration may be obtained at any U.S. Post Office.

## **SEXUAL HARASSMENT AND SEXUAL BATTERY**

Employees and students, either male or female are capable of committing sexual harassment or sexual battery. Administrators and supervisors must investigate all reports of sexual harassment. If warranted after investigation, action will be taken to eliminate harassment. The Equal Employment Opportunity Commission (EEOC) defines sexual harassment as:

- unwelcome sexual advances,
- requests for sexual favors, and
- other verbal or physical conduct of a sexual nature when:
  - a) submission of such conduct is made explicitly or implicitly a term or condition of employment;

- b) submission to or rejection of such conduct is used as the basis for employment decisions affecting the individual; or
- c) such conduct interferes with the individual's work performance or creates an intimidating, hostile, or offensive work environment.

Sexual harassment is also defined as any repeated unwanted and unwelcome sexual behavior that interferes with a student's right to get an education or to participate in school activities. Sexual harassment may result from words or conduct of a sexual nature that offend, stigmatize, demean, frighten, or threaten a student because of his or her sex. Some examples of conduct which, if repeated, could rise to the level of sexual harassment at school are:

- sending sexual notes or pictures
- writing sexual graffiti
- making suggestive or sexual gestures, jokes or verbal comments
- repeating sexual rumors or gossip or making sexual propositions
- blocking someone's way in the room, hall, doorway or stairway

A person commits the offense of sexual battery when he or she intentionally makes physical contact with the intimate parts of another person without the consent of that person. "Intimate parts" means the primary genital area, anus, groin, inner thighs, or buttocks of a male or female and the breasts of a female. Any student or employee who feels that he or she is the target of sexual harassment or sexual battery should report the incident to an administrator as soon as possible.

### **VISITORS**

Parents and/or community members are welcome to visit the high school at any time. In order to provide for a safe and secure learning environment, all visitors must first report to the high school office to receive a visitor pass. Parent/teacher conferences will not be allowed during the teacher's instructional time, and conferences should be arranged through the Guidance and Counseling Office. Administrators and staff are available to assist any visitor with needs or concerns. Student visitors or social visits are not allowed at any time because of the disruption to the teaching-learning process. Any visitor found in the building who has not adhered to this process may be charged with criminal trespass.

## **Guidance and Counseling**

Lanier County High School offers full-time guidance services. Students must have a pass to see a counselor. The purpose of the guidance program is to be of assistance to students, families, and teachers and to assist in making the educational process as effective as possible. Secondary counseling services include individual and classroom guidance, advisement of graduation requirements for the transition to the next education level, setting up parent/teacher/student conferences, student support team services, crisis intervention, school testing program, student records, student registration and withdrawals, career exploration, and post secondary planning.

The Guidance and Counseling Office will be open from 7:30 until 3:30 each school day. Any student who has a special need or problem is encouraged to make an appointment with a counselor for assistance and advice. Parents may make appointments through the Guidance and Counseling Office by calling 482-3011. Students who need to see the counselors should see Mrs. Metts in the Guidance and Counseling Office. All personal information and conversations shared with counselors will remain confidential.

### **BASIC ADMISSIONS STANDARDS – UNIVERSITY SYSTEM OF GEORGIA**

For admission to the University System of Georgia, students must provide a high school transcript showing the date of graduation, passing scores on high school graduation tests and the basic college preparatory curriculum which includes 16 CPC units. Students must also meet minimum requirements for scores on college admissions tests. Minimum requirements for admissions testing are as follows:

- Minimum SAT score:    Verbal 430     Mathematics 400
- Minimum ACT score:    English 17     Mathematics 17

The University System also utilizes a Freshman Index to determine eligibility for admission. The Freshman Index is based on a student's SAT or ACT score and high school core or HOPE grade point average (GPA). For admissions purposes, the Core GPA is calculated on the 16 CPC units required for all students. If a student takes more than the required number of units in one area, the best grades may be used in the calculation of the Core GPA (instead of the first units taken that satisfy the requirement). Calculation of the Freshman Index is as follows:

- Freshman Index for students with SAT scores =

$500 \times (\text{Core GPA}) + \text{SAT Verbal Score} + \text{SAT Math Score}$

- Freshman Index for students with ACT scores =

$500 \times (\text{Core GPA}) + (\text{ACT Composite Score} \times 42) + 88$

**ADMISSIONS REQUIREMENTS FOR RESEARCH UNIVERSITIES:**

Georgia Institute of Technology, Georgia State University, Medical College of Georgia, and University of Georgia

- High School Diploma with CPC Seal with a Minimum Freshman Index of 2500
- Minimum SAT or ACT Scores

**ADMISSIONS REQUIREMENTS FOR REGIONAL UNIVERSITIES:**

Georgia Southern University and Valdosta State University

- High School Diploma with CPC Seal with a Minimum Freshman Index of 2040
- Minimum SAT or ACT Scores

**ADMISSIONS REQUIREMENTS FOR STATE UNIVERSITIES AND SENIOR COLLEGES:**

Albany State University, Armstrong Atlantic State University, Augusta State University, Lanier College and State University, Columbus State University, Fort Valley State University, Georgia College and State University, Georgia Southwestern State University, Kennesaw State University, North Georgia College and State University, Savannah State University, Southern Polytechnic State University, State University of West Georgia

- High School Diploma with CPC Seal with a Minimum Freshman Index of 1940
- Minimum SAT or ACT Scores

**ADMISSIONS REQUIREMENTS FOR TWO-YEAR COLLEGES:**

Abraham Baldwin Agricultural College, Bainbridge College, Coastal Georgia Community College, Dalton College, Darton College, East Georgia College, Floyd College, Gainesville College, Georgia Perimeter College, Gordon College, Macon College, Middle Georgia College, South Georgia College, Waycross College

- High School Diploma with CPC Seal with a Minimum Freshman Index of 1830
- Minimum SAT or ACT Scores

## LANIER COUNTY HIGH SCHOOL GRADUATION GUIDE

	<b>College Prep</b>	<b>Technology/Career Prep</b>	<b>All Student Entering HS 2008-2009 and beyond</b>
English 4 Units Required	Principles of Lit/9 Principles of Lit/10 American Lit/11 English Lit/Comp 12	Principles of Lit/9 Principles of Lit/10 American Lit/11 Lit Types/Comp 12	Principles of Lit/9 Principles of Lit/10 American Lit/11 English Lit/Comp 12
Math CP-4 Units TP-3 Units 2008 beyond-4 units	Algebra I Algebra II Geometry <u>and</u> Trigonometry, Algebra III, <u>or</u> Calculus	Pre Algebra (optional) Applied Problem Solving Applied Algebra Applied Geometry	Mathematics I Mathematics II Mathematics III 1 additional Math Unit
Science CP/TP-3 units 2008 beyond-4 units	Biology Physical Science Chemistry or Physics	Environmental Science Biology Physical Science	Biology Physical Science Chemistry or Physics Additional Science or qualified CTAE Science related course
Social Studies 4 Units Required	Civics/Geography World History American History Economics	Civics/ Geography World History American History Economics	Civics/ Geography World History American History Economics
Fine Art, Foreign Lang. Or CTAE Elect.	Band, Art, Drama, or Any CTAE Elective 1 Unit Required	Band, Art, Drama, Foreign Language or Any CTAE Elective 1 Unit Required	Band, Art, Drama, Foreign Language or Any CTAE Elective 3 Units Required
CTAE Electives 4 units	College Prep students who choose CTAE classes as electives will receive a dual diploma—both College and Tech Prep.	3 CTAE units in one area and 1 CTAE unit in any area	**Students are strongly encouraged to complete a CTAE pathway through elective selection
Foreign Lang 2 Units Required	Spanish I Spanish II		Spanish I Spanish II **Required if student wishes to enter a 4 year postsecondary school upon graduation
Health/PE 1 Unit Required	Personal Fitness/Health	Personal Fitness/Health	Personal Fitness/Health
General Electives	Any 5 courses not credited above (can be CTAE Electives for Dual Seal, see above)	Any 8 courses not credited above	Any 8 courses not credited above
<b>Total Carnegie Units Required</b>	<b>28</b>	<b>28</b>	<b>28</b>

\* Any diploma with distinction requires a 3.0 (80) grade point average.

# Safety/ Responsibility

## FIRE AND TORNADO DRILLS

Fire and tornado drills are required routinely to ensure our safety. Students should remain quiet and walk quickly to their pre-designated area during drills. Both fire and tornado drills may be a matter of life or death, and student cooperation is imperative. Students should remain completely silent during tornado drills.

## GENERAL SAFETY

It shall be the practice of the Lanier County Board of Education to take positive action through education, counseling, parental involvement, intervention, medical referral and law enforcement referral in the handling of incidents in the schools involving the possession, sale and/or use of behavior-affecting substances. These substances shall include but not be limited to anabolic steroids, cocaine, marijuana, LSD, glue, alcohol, barbiturates, and controlled substances as defined by Georgia Law. The possession and use of alcohol and illicit drugs is wrong and harmful.

It shall further be the practice of the Lanier County Board of Education to provide age-appropriate, developmentally-based drug and alcohol education and prevention programs, which address the legal, social and health consequences of drug and alcohol use to provide information about effective techniques for resisting peer pressure to use illicit drugs or alcohol. The program will be provided for all students in the system. These programs shall also provide information about any drug and alcohol counseling rehabilitation and re-entry programs available to students.

# Student Activities

## ATHLETICS

The athletic program of LCHS offers a variety of sports for its female and male students. Anyone who is interested is invited to participate in our sports program provided he/she can meet the standards set forth by the state and the Georgia High School Association (GHSA). Athletic teams include baseball, basketball, cheerleading, football, golf, softball, tennis, and track.

## CLUBS AND ORGANIZATIONS

LCHS has several clubs and organizations in which each student may participate. Clubs and organizations meet at least once a month on a regular basis in a designated classroom with the sponsor. Clubs and organizations at LCHS include but may not be limited to the following:

### Club or Organization

Beta Club	Jazz Band
Chemistry Olympiad	Leo
Drama	Literary Meet
FBLA	Marching Band
FCA	Math Team
FCCLA	Science Bowl
FFA	SGA (Class Officers)
HOSA	SkillsUSA
4-H	

## ELIGIBILITY

Students who participate in extracurricular activities must meet eligibility standards imposed by the school, organization, and possibly the Georgia High School Association. This includes but is not limited to club activities, athletics, superlatives, Student Council, or any competitive events. Club sponsors and coaches are required to maintain an eligibility roster and inform members of their eligibility. In order for a student to participate in an extracurricular activity, the student must be present a minimum of three periods on the day of the activity. Students who are assigned to the Alternative School are not allowed to participate in any extracurricular activities.

## **EXTRACURRICULAR ACTIVITIES – REASONS FOR REMOVAL FROM**

When a student is formally charged with breaking the laws of the United States, Georgia, Lanier County, or the City of Lakeland the student will be temporarily suspended from all extracurricular activities. If convicted of the charges, the student will be permanently removed from all extracurricular activities. A student may be temporarily suspended or permanently removed from participation in extracurricular activities upon recommendation of the teacher/sponsor and approval of the principal. Good and sufficient cause must exist for the removal. Students who are assigned to the Alternative School are not allowed to participate in any extracurricular activities.

## **EXTRACURRICULAR ACTIVITIES – STUDENTS IN ISS OR OSS**

Students serving any part of a school day in In-School Suspension (ISS) or Out-of-School Suspension (OSS) are not eligible to participate in any extracurricular activities until the day after the student has been released from suspension, including scheduled practices or rehearsals, and including the time overlaps weekends or school breaks.

## **FIELD TRIPS**

Field trips during the year support classroom instructional standards. All school rules of conduct and behavior apply on field trips. Signed parental permission slips must be on file for students to participate in each trip. Any student who blatantly disregards a teacher's or school official's specific instructions, or who endangers the safety or security of others may be denied the privilege of participating in future field trips. This decision will be made by the principal and will remain in effect until the student in question has shown enough self-restraint over a period of time to warrant reconsideration.

## **STUDENT OFFICERS**

Any student who holds a club or class office must meet all eligibility requirements. Officer positions carry with them responsibilities and obligations. Any officer who fails to carry out prescribed class/club duties will be subject to removal from office. Votes for class and club offices shall be conducted by the sponsor. Students who are not present in a meeting when a vote is taken will not be allowed to vote.

# **Student Services**

## **CAFETERIA**

### **Student meal prices are as follows:**

**Breakfast-Reduced- \$.30**  
**Full Pay -\$.85**

**Lunch- Reduced -\$.40**  
**Full Pay - \$1.50**

## **NO CHARGING OF MEALS IS ALLOWED**

## **NO OUTSIDE FOOD DELIEVERS FOR LUNCH**

Parents/Guardians are welcomed to come and eat lunch with their students. Simply check in with the office prior to lunch. On these occasions parents are welcomed to eat in our cafeteria or bring food from outside.

The last four digits of a student's social security number are required for students eating lunch. Students can pre-pay or payment for meals may be made daily at the serving line. In order to help lunch lines move quickly, students should have the correct amount of money to pay for lunch ready when they reach the cashier. As soon as the meal is finished, students are expected to clean up their tables, place their chairs under their table, and return trays and trash to the tray return window. Students will not be allowed to sit more than four to a table.

**OFFER VERSUS SERVE** provision permits students to decline two (2) of the five (5) food items offered. Full servings of the three (3) food items chosen are required to be on the student's tray.

**Breakfast:** Students may enter the cafeteria upon arrival in the morning to eat breakfast. As soon as the meal is finished, students are expected to clean the table, leave the cafeteria, and go to their first block classes. There will be no loitering in the cafeteria after breakfast is finished. Students are not to sit in the cafeteria without purchasing a meal.

**FREE/REDUCED MEAL APPLICATIONS-**Complete ONE Family Application per family. Be sure to list all students enrolled in the Lanier County School System as well as other members on the application.

### **LOCKERS**

Lockers are provided for students to use at a rate of \$10.00 per locker per year and may be rented through the main office. Students may not share lockers unless they are siblings living in the same household. It is the responsibility of the student renting the locker to keep it neat and orderly. All possessions within a locker are the responsibility of the person to whom the locker is issued. The school reserves the right to enter lockers where probable cause exists concerning contraband of any type or during routine random safety checks. The area around a locker must be kept clean and free of stickers, writing, and marks. Students are liable for any damages. Personal locks may not be used on school lockers at any time.

### **MEDICAL SERVICES**

Students have access to a full-time registered nurse at Lanier County High School but must obtain a legitimate pass before visiting the nurse's office. The clinic is located on the 8<sup>th</sup> grade wing of the Middle School.

### **MEDICATION/OVER-THE-COUNTER DRUGS**

Any student requiring the use of prescription or over-the-counter drugs must leave them in the school nurse's office. No medication of any type will be kept by any student at any time on school premises. Examples of such medications include but are not limited to Tylenol, cough medicine, cold medicine, or any other type of over-the-counter medication used for any purpose.

### **PARKING PRIVILEGES**

The operation and parking of a vehicle on the Lanier County High School campus is a privilege granted by the school. All students are expected to observe all traffic and parking regulations. The school reserves the right to suspend and/or revoke campus parking privileges of any student violating parking rules and regulations or who has an outstanding debt obligation with the school.

- Parking privileges may be suspended. Students who abuse parking privileges by arriving late or leaving campus without permission, or who operate vehicles unsafely, may lose parking privileges.
- Parking permit are purchased in the main office for a fee of \$20.00 per year and will cover parking privileges for the school year.
- One day parking permits are available in the main office for a cost of \$5.00 per day and are required for any student who parks on campus but who has not purchased a yearly parking permit.
- Students who drive to school **must park** in designated student parking areas. Students who have been warned but continue to park in restricted areas of campus will have their cars towed at the owners' expense.
- Students are not allowed to park in spaces provided for faculty and staff, in the bus lanes, or gym parking lot.
- Students are not permitted to remain in their cars after arriving at school, nor are they allowed to return to their cars during the day without written permission from an **administrator**.
- Students are required to sign a release form authorizing a search of the car if deemed necessary by school administration.
- As soon as a student checks out of school or school is dismissed, he/she is required to leave campus immediately. Loitering in the parking areas will not be permitted. The parking lot should be cleared within ten (10) minutes following the dismissal bell.

### **STUDENT INSURANCE**

Each student participating in athletics, CTAE, or science labs are required to have on file at the school a note from parents stating that the student has adequate coverage.

### **SUPPLIES**

School supplies, including paper and pencils, may be purchased in the main office.

### **TELEPHONES**

The office telephones are primarily business telephones. In the event of illness, a student may obtain a pass from her or his teacher to see the school nurse. The pay phone outside of the school office may be used only with a pass from a teacher and only during non-instructional time. All classroom phones are for **teacher use only**.

## Complaints & Grievance Procedures

The Lanier County Board of Education has a proper channel for concerns, questions, or problems a student or parent may have involving personnel, instruction, discipline, learning materials, or other school matters. Each concern or problem is a personal matter and must be settled on an individual basis. Any concern should come from a parent or guardian about his/her own child or from the child. The following steps should be followed:

- 1) Fill out a complaint/grievance form giving full information about concern/problem. Return the form to the school secretary.
- 2) Make an appointment with the school personnel through the principal's office. The parent or guardian and usually the student should talk with the teacher or other personnel. Most questions, concerns, or problems can be answered at this level.
- 3) Make an appointment with the principal. The principal will decide whether or not the teacher will attend this meeting.
- 4) Make an appointment with the superintendent. Discuss the concern with the superintendent, who will decide whether or not the principal will attend this meeting.
- 5) Request that the superintendent place the matter on the board of education agenda. The board recognizes the right of any member of the community to petition the board for review of a problem as long as the parent or student has already made every effort to resolve the problem at each step.

### COMPLAINT PROCEDURE--Equal Opportunity

Complaints made to the Lanier County School System regarding alleged discrimination on the basis of race, color, national origin, sex, or on the basis of handicap, in violation of Title(s) II, VI, IX, or Section 504/ADA, will be processed in accordance with the following procedure:

1. Any student, employee or other person with a complaint alleging a violation as described above shall promptly notify, in writing or orally, the appropriate coordinator designated below for the school system. If the complaint is oral, the coordinator shall promptly prepare a memo or written statement of the complaint as made by the complainant and shall have the complainant read and sign the memo or statement if it accurately reflects the complaint made.
2. The coordinator shall have fifteen days to gather all information relevant to the complaint made, review the information, determine the facts relating to the complaint, review the action requested by the complainant, and attempt to resolve the complaint with the complainant and any other persons involved. The coordinator shall prepare a written response to the complaint detailing any action to be taken in response to the complaint. The time frame in which action and copies of this response shall be furnished to the complainant and the superintendent.
3. If the complaint is not resolved at the conclusion of this fifteen day period or if the complainant is not satisfied with the resolution of the complaint, the complainant shall have the right, within five days of receiving a copy of the written response, to have the complaint referred to the superintendent of schools.
4. The superintendent shall have fifteen days to review the complaint and the response of the coordinator and attempt to resolve the complaint. The superintendent shall furnish to the complainant a written response setting forth either his approval of the action recommended by the coordinator or the action to be taken by the system in response to the complaint in lieu of that recommended by the coordinator and the time frame in which such action shall be taken.
5. If the complainant is dissatisfied with the response of the superintendent, then the complainant shall have the right, within fifteen days of the receipt of the written response of the superintendent, to have the complaint referred to the board of education. In order to have the board review the superintendent's decision, the complainant must file with the superintendent a written statement setting forth the reasons he or she disagrees with the response of the superintendent and the action the complainant is requesting the system to take. The complainant shall also include in the written response a request that the complaint be referred to the board of education.
6. Within thirty days of receipt of the written request of the complainant, the superintendent shall present the matter to the board of education at its regular meeting or at a special meeting called for that purpose. The board shall review the original complaint, the response of the coordinator, the response of the superintendent, and the response of the complainant. In addition, the board may, but is not required to, hear directly from any individuals with knowledge of any relevant facts relating to the complaint.
7. The board of education will either uphold the recommendation of the superintendent or require the system to take some other action in response to the complaint. A copy of the action of the board will be furnished to the complainant, either as a part of the minutes of the board of education or as a separate written statement. The board shall be the final reviewing authority within the system.
8. This procedure is not intended to deprive any employee of any right they may have to file a grievance pursuant to any other policy of the board of education, specifically including policy GAE, where appropriate. This policy is not intended to provide an alternative process for resolving evaluation and employment disputes where there already exists a due process procedure mandated by law or state department of education regulations, specifically including, but not limited to, hearing to

be conducted pursuant to the Fair Dismissal Act of Georgia, Official Code of Georgia Annotated 20-2-940 through 947. The complainant retains at all times the right to contact the Office of Civil Rights with regard to any allegations that the system has violated the statutes described above.

9. This procedure is available to students, employees, and the general public through the School Board of Education Policies and Regulations Manual available in all school offices, media centers, the central office, and the public library.

Title II Coordinator – Kathy Humphrey  
Lanier County Board of Education  
P.O. Box 158/Highway 221 South  
Lakeland, GA 31635  
(229) 482-3966

Title VI Coordinator – Lisa Strickland  
Lanier County Board of Education  
P.O. Box 158/Highway 221 South  
Lakeland, GA 31635  
(229) 482-3966

Title IX Coordinator – Keith Humphrey  
Lanier County Board of Education  
P.O. Box 158/Highway 221 South  
Lakeland, GA 31635  
(229) 482-3966

Section 504 Coordinator – Laura Diaz  
Lanier County Board of Education  
P.O. Box 158/Highway 221 South  
Lakeland, GA 31635  
(229) 482-3966

### **NO CHILD LEFT BEHIND STATUTE**

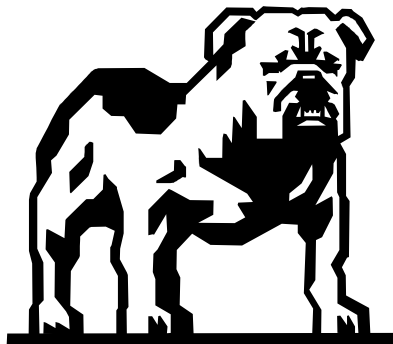
In compliance with the requirements of No Child Left Behind statute, the Lanier County School District informs parents that you may request information about the professional qualifications of your student’s teacher(s). The following information may be requested.

1. When the teacher has met the Georgia Professional Standards Commission requirements for certification for the grade level and subject areas in which the teacher provides instruction;
2. Documentation that no teacher is teaching under an emergency or other provisional status through which Georgia qualifications or certification criteria have been waived;
3. The college major and any graduate certification or degree held by the teacher.
4. Whether the student is provided services by paraprofessionals, and if so, their qualifications.

If you wish to request information concerning your child’s teacher’s qualifications, please contact a school administrator at (229) 482-3868. [Section 1111 (h)(6)]

### **EEOC STATEMENT**

The Lanier County Board of Education does not discriminate on the basis of race, color, national origin, sex, or handicap in educational programs, activities, or employment practices.



**\*\*\* All policies, procedures, and rules found in this handbook are subject to revision throughout the school year.**

**PARENTAL INVOLVEMENT POLICY Revised 6-2010**

*The Lanier County School System recognizes that greater family involvement is crucial if our students are to learn more, to achieve higher academic standards, and to succeed in a global economy. It is the intent of all parent involvement activities in the Lanier County schools to encourage and support the efforts of home, school, and community in improving learning opportunities of all children. In this effort the Parent Involvement Coordinator conducts a Parent Survey and Evaluation in the spring of each year. Additional activities held periodically during the school year may include, but are not limited to the following:*

**1. Involve parents under the joint development of the LEA Plan under section 1112:**

The Title I Director involves parents of Lanier County students in the development of the LEA Plan by requesting input. Parents offer ideas and suggestions in writing the local Title I Plan. The parent input comes from parent surveys, groups of parents, School Councils, as well as individual interviews with parents.

**2. Involve parents in the process of school review and improvement under section 1116:**

The Title I Director makes available to parents the results of state assessments and the system's performance on those assessments. Parents are encouraged to offer suggestions of improvement when assessments are not meeting standards as set by the state. Assessment results are made available at local board meetings which are open to the public, presented in the local newspapers, and presented in newsletters to parents. Also parents are notified of adequate yearly progress (AYP) and have opportunities for input into the school improvement plan.

**3. Provide the coordination, technical assistance and the other support necessary to assist participating schools in planning and implementing effective parent involvement activities to improve student academic achievement and school performance.**

A part-time Parent Involvement Coordinator, working with the Lanier County Title I Director and the Lanier County Schools Social Worker, assists staff and parent groups at the elementary school to provide coordination, technical assistance, and other support in planning and implementing effective parent involvement programs. The coordinator will provide assistance to the school by: meeting with school parent advisory groups to plan programs; coordinate volunteers for school events, assist in any parent related activities and transition of information to languages other than English when such services relate to the parent involvement.

**4. Coordinate and integrate parental involvement strategies under Title 1, Part A with parental involvement strategies under other programs.**

Parental involvement activities are a coordinated effort among Title I, Early Intervention Program (EIP), Lanier Commission for Children Youth and Families, Special Education, Lanier County Schools Social Workers, Lanier County Public Library, Certified Literacy Community Partners Steering Committee, and Pre-K whenever appropriate and feasible. Appropriate representatives of these agencies meet at the beginning of the school year to plan and implement joint parental involvement activities. This year's system activities will include a Community Red Ribbon Week Kickoff, PASS program activities, Lunch and Learn sessions, and various activities coordinated at the elementary school for specific grade levels.

**5. Conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of the parental involvement policy.**

An annual survey is administered in the spring of the year to determine the effectiveness of the program. Parents, community, and school personnel are asked to review the parental involvement goals established for the year and decide which areas, if any, were not met. Barriers to parent participation such as economic disadvantages, disability, limited English proficiency or other barriers are identified. The Parent Involvement Coordinator and the Title I Director will monitor the writing and implementation of the Parent/School Policies for the elementary school.

**6. Use the findings of the evaluations in designing strategies for school improvement and revising, if necessary, the LEA Parental Involvement Policy and School Parental Involvement Policies.**

Following the annual review of the policy, parents, community and school personnel will meet to plan and revise the policy as needed to improve parent participation.

**7. To ensure effective involvement of parents and to support a partnership among the school, parents and community, each LEA shall provide assistance to participating parents in various areas.**

To assist parents in understanding various areas of their children's education a monthly school calendar/newsletter is sent home to parents. Each newsletter contains parenting tips and/or an explanation of one major area of education. The following areas of education are featured in the monthly newsletters sent home with each student: components of a schoolwide program and requirements of Title I, Part A; school improvement and corrective action process; National Education goals; Adult Literacy Opportunities available in the community; ways parents can monitor their children's progress and work with educators to improve the performance standards and state and local assessments.

**8. Provide materials and training such as: a) Coordinating necessary literacy training from other sources to help parents work with their children to improve their children's achievement; b) Training to help parents work with their children to improve their children's achievement.**

Title I Parent Involvement promotes literacy training for parents through collaborative efforts with other school system and community agencies by providing workshops and written information throughout the year. Children Reading Orally with Parents & Reading Is Fundamental will be implemented to promote literacy with the home. Lunch and Learn activities are coordinated through the Parent Resource Center. The Parent Involvement Coordinator provides (on request) presentations and/or workshops on the following areas: Successful Parent-Teacher Conferences, Basic Computer Skills (Internet Resources, Word Processing), and Helping Students Succeed with Homework. Licensed home care & daycares will be provided with books to promote literacy

**9. Educate teachers, pupil services personnel, principals and other staff, with the assistance of parents, on the contributions of parents, how to reach out to, communicate, and work with parents as equal partners, implement and coordinate parent programs, and build ties between home and school.**

Educators and parents are given the opportunity to participate in staff development training during the year to develop an understanding of the value of parental involvement and how schools can reach out to parents and how parents can become partners with the school.

**10. Develop appropriate roles for community-based organizations and businesses in parent involvement activities, including providing information about opportunities for organizations and businesses to work with parents and schools, and encouraging the formation of partnerships between elementary, middle, and secondary schools and local businesses that include a role for parents.**

The Lanier County Schools Title I Director and the Parent Involvement Coordinator communicate with public groups including community club meetings for announcements and recognition of parents, students and educators. The Parent Involvement Coordinator contributes articles dealing with parenting and other education issues and activities to *The Lanier County News*, local newspaper. Businesses are given the opportunity to contribute not only monetarily, but of their time and experience to the educational system. Businesses are encouraged to release employees to participate in volunteer activities at the school.

**11. Conduct other activities such as parent resource centers and opportunities for parents to learn about child development and child rearing issues beginning at the birth of a child, that are designed to help parents become full partners in the education of their children.**

The Parent Resource Center is open for parents to check out materials and receive assistance in helping their child. Parenting classes are made available for parents regarding issues for babies, toddlers, pre-schoolers and elementary school students. The goal is to make parents partners in the education of their children.

The Parent Involvement Coordinator ensures that notes are sent home to parents with relevant information about school and parent programs. Announcements are also sent to the local newspaper about activities. To the extent possible, all information is relayed to parents in the language used in the home.

**ACKNOWLEDGEMENT OF RECEIPT OF THE  
LANIER COUNTY HIGH SCHOOL 2010-2011 STUDENT HANDBOOK**

By signing this form and initialing in the requested spaces, I acknowledge my family has:

- Received a copy of **the Lanier County High School Student Handbook** and have discussed the contents with my child including the attendance protocol and consequences for absences.  
 **Yes**       **No**
  
- From time to time students may be photographed, videotaped, or interviewed by the news media at school or at a school activity or event. Additional information concerning the Family Educational Rights and Privacy Act may be found in the Lanier County Schools Student Handbook  
 **I agree to allow**     **I do not give permission for**  
my child to be photographed, videotaped, or interviewed by the news media at school or at a school activity or event.
  
- When my child has the opportunity to participate in **field trips**,  
 **I agree to allow**     **I do not give permission for**  
my child to participate in school field trips. I understand the school will send home information regarding each educational field experience.
  
- Students in Lanier County Schools have access to computers as an integral part of the learning experience. My child is fully aware of the **Internet Acceptable Use Policy** and  
 **I agree to allow**     **I do not give permission for**  
my child to have access to computers.
  
- The **Lanier County High School Dress Code** is designed to provide an appropriate learning environment. Good grooming and personal appearance are essential in the teaching and learning process.  
 I have reviewed the **Dress Code** in the Student Handbook with my child. My child understands he/she will be responsible for following the school dress code at school and at all school functions.
  
- From time to time teachers may use videos/movies to add to the instructional value of a lesson.  
 **I agree to allow**     **I do not give permission for**  
my child to watch videos rated PG-13 or lower for instructional purposes.

\_\_\_\_\_  
Student's Name (Please print)

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Date

**Please sign and return this form to the high school front office.  
This form must be returned to LCHS within the first 10 days of enrollment.**

**\*\*Student's Name** \_\_\_\_\_

**Student Name:** \_\_\_\_\_

**Lanier County Board of Education Policy Corporal Punishment**

**Descriptor Code: JDA**

Since no student has the right to interfere in any way with his fellow classmates' right to learn, it is expected that each student will observe a code of personal conduct which will in no way interfere with the educational opportunities of his classmates. The principal and faculty will enforce rules that are necessary for the efficient operation of the school. Parents have the primary responsibility for the proper conduct of their children. Violation of school policies by students shall jeopardize their right to attend Lanier County Schools.

Discipline in the classroom is the responsibility of each teacher. Discipline in the buildings, halls, and playground is the responsibility of every teacher and administrator. Lanier County School System principals, assistant principals, and teachers are authorized to use corporal punishment (substitute teachers and paraprofessionals are NOT authorized) under the following circumstances. Corporal punishment is defined as reasonable bodily punishment justly and reasonably administered.

- Must not be excessive or unduly severe.
- Never used as a first line of punishment for misbehavior unless the student was informed beforehand that specific misbehavior could occasion its use; provided, however, that corporal punishment may be employed as a first line of punishment for those acts of misconduct which are so antisocial or disruptive in nature as to shock the conscience.
- Must be administered in the presence of the principal or designee of the principal (paraprofessionals and substitute teachers **are not** authorized to use corporal punishment).
- Principal must be informed beforehand in the student's presence of the reason for punishment.
- The professional who administered corporal punishment must provide the child's parents a written explanation for the reasons for the punishment and the name of all persons present.
- Shall not be administered to a child whose parents or legal guardian submit a statement to the principal of the school requesting that the use of corporal punishment not be used on their child or a statement from a medical doctor licensed in Georgia stating that corporal punishment is detrimental to the child's mental or emotional stability within 10 days of enrollment.

Students causing discipline problems on school buses are subject to the same corrective measures as those who misbehave on the school campus.

**Corporal Punishment**

I have read and understand Lanier County School Board Policy regarding corporal punishment. I understand that corporal punishment will not be used if other consequences are determined to be more appropriate by professional school staff for misbehavior.

\_\_\_\_\_ Yes, Lanier County certified employees have my permission to administer corporal punishment for my child according to the Lanier County Board of Education Policy and Administrative Regulation.

\_\_\_\_\_ No, Lanier County Schools certified employees do not have permission to administer corporal punishment to my child at anytime.

**\*\*Parent's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Please Sign and return this form to the high school front office.  
This form must be returned to LCHS within the first 10 days of enrollment.**

Student Name \_\_\_\_\_

**Student Hall Passes  
1<sup>st</sup> Semester**

**1<sup>st</sup> Block**

Date	Time	Destination	Teacher Signature

**2<sup>nd</sup> Block**

Date	Time	Destination	Teacher Signature

**3<sup>rd</sup> Block**

Date	Time	Destination	Teacher Signature

**4<sup>th</sup> Block**

Date	Time	Destination	Teacher Signature

**\*Any unused passes will be redeemed at the end of the semester for extra credit in each class. Every unused pass will equate to one point added to the lowest test grade (not final) in the respective class. (Maximum of 5 points)**

**\*This pass is not official if it has been torn out of the agenda.**

Student Name \_\_\_\_\_

**Student Hall Passes  
2<sup>nd</sup> Semester**

**1<sup>st</sup> Block**

Date	Time	Destination	Teacher Signature

**2<sup>nd</sup> Block**

Date	Time	Destination	Teacher Signature

**3<sup>rd</sup> Block**

Date	Time	Destination	Teacher Signature

**4<sup>th</sup> Block**

Date	Time	Destination	Teacher Signature

**\*Any unused passes will be redeemed at the end of the semester for extra credit in each class. Every unused pass will equate to one point added to the lowest test grade (not final) in the respective class. (Maximum of 5 points)**

**\*This pass is not official if it has been torn from the agenda.**