

LONG COUNTY HIGH SCHOOL

2026 – 2027 STUDENT HANDBOOK

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

"Be the Tide"

Dear LCHS Parents and Students:

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

While the Long County High School handbook is electronic, parents and students can request a printed copy by contacting the student's teacher or the Long County High School office.

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

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

Have a great school year!

GO BLUE TIDE!

Brian Thomas
Principal
Long County High School

Long County High School

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Ludowici, Georgia 31316
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Alma Mater

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

School Colors: Columbia Blue and White

School Emblem: "Blue Tide"

School Website: http://www.longcountyhs.com/

Structure of the Long County School System

The Board of Education is primarily a policy making body (by Georgia Law). The person responsible for administering the policies of the Board of Education is the school superintendent. All regular Board of Education meetings are scheduled for the second Tuesday of each month at 6:00 p.m. Meetings are held in the Board of Education Building on Martin Luther King Jr Street.

Superintendent Mr. Heath Crane

School Board Members

District 1	Mr. Tony Duncan
District 2	Mr. Bruce DeLoach, Chairperson
District 3	Mrs. Melissa Craft
District 4	Mrs. Linda DeLoach
District 5	Mr. Bryan Wingate, Vice-Chairperson

School Administration

Principal	Mr. Brian Thomas
Assistant Principal	Dr. Tiffanie Nobles
Assistant Principal	Mr. Michael Taylor
Assistant Principal	Dr. Misty Eastlake
Assistant Principal	Mr. Reggie Wilkes

Chain of Command

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

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

Philosophy of Long County High School

We believe the underlying principle of our educational system is the fostering of an understanding of the democratic way of life. Education and democracy complement each other; hence, the operation of our system, schools, and classrooms should reflect a democratic way of living.

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

We believe that Long County High School should seek to prepare each individual to live as a responsible, fulfilled member of our constantly changing world.

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

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

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

Mission Statement

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

Vision Statement

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

Policy Adherence

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

LCHS Information Guide

Academic Advisement	Counselor's Office
Accident Insurance Claim Forms	School Nurse
ADAP Cards	Counselor's Office
Announcements	Asst. Principal's Office
Approval of Activities	Principal's Office
Athletic Information	Athletic Director
Attendance	Asst. Principal's Office
Certificate of Enrollment	Asst. Principal's Office
Checking In/Out	Asst. Principal's Office
College Application Information	Counselor's Office
Discipline Information	Asst. Principal's Office
Dress Code	Asst. Principal's Office
Enroll/Withdrawal	Registrar
Gender Equity Sports Coordinator	Athletic Director
Graduation Requirements	Counselor's Office
Hospital Homebound	School Nurse
I.D. Cards/Replacements	Media Center
Lost and Found	High School Offices
Medical Attention	School Nurse
Parking Information	Asst. Principal's Office
Personal Guidance	Counselor's Office
Scholarship/Financial Aid/Transcript	Counselor's Office

Record Charges

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

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

School Hours

Supervision will be provided from 7:00 a.m. until 3:00 p.m. Any students remaining on campus after 2:15 p.m. **must be under direct supervision of a teacher or a coach.**

Attendance Regulations

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

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

Long County High School Attendance Protocol
Once a student accumulates 6 absences in a single semester, the parent will be required to have a conference with the school principal or the principal's designee. After two reasonable attempts to notify the parent or guardian to discuss absences, a letter will be sent certified mail, return receipt requested. A student who accumulates more than 7 absences in a single semester will be referred to the District Attendance Officer. Students who accumulate 8 absences in a single semester will be referred to the Magistrate Judge. Students who exceed 9 absences in a single semester will need to be referred back to the Magistrate Judge and will need to meet with the School's attendance panel to discuss awarding/denial of credit.

Potential judicial consequences and penalties are: could be found guilty of a misdemeanor and, upon conviction be subject to a fine of not less 75 than $25.00 and not greater than $100.00, imprisonment not to exceed 30 days, community service, or any combination of such penalties, at the discretion of the court having jurisdiction.

Absences and Excuses

- Students are counted present at school if they are present at least half of the instructional day (10:45 a.m.). Students will be marked absent from every class they miss, even if counted present for the day.
- Attendance is checked every period. Students in grades 9-12 are allowed to accumulate no more than nine (9) absences (excused or unexcused) in any class during the school year.
- Students must provide written excuses within two (2) school days and must make up any missed work within two (2) days

(for documented excused absences only). It is the responsibility of the student to request missed work. Any absence, excused or unexcused, remains on the student's record and counts toward the allowable absences.

- Students are counted absent but excused when they provide written excuses for
    1. personal illnesses and when attendance at school would endanger their health or the health of others
    2. a serious illness or death in the immediate family necessitates absence from school
    3. absences mandated by order of government agencies, including pre-induction physical examinations for service in the armed forces, or by court order
    4. students celebrating religious holidays
    5. Conditions rendering attendance impossible or hazardous to their health or safety
    6. If a student's parent or legal guardian is in military service in the armed forces of the United States or the National Guard, and that parent or legal guardian has been called to duty for or is on leave from overseas deployment to a combat zone or combat supporting posting, the student will be allowed up to 5 excused absences during the school year to visit with his or her parent or legal guardian prior to the parent's/guardian's deployment or during the parent's/guardian's leave. It is requested that you submit the documentation prior to the absences occurring.
    7. Local boards of education shall count students present when they are serving as pages of the Georgia General Assembly as set forth in O.C.G.A. § 20-2-692.

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

Procedure for Documenting Absence(s)

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

The written excuse must contain the following information:

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

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

Truancy

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

Enrollment & Driver's License

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

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

Attendance & Driver's License

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

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

Withdrawal

A student wishing to withdraw from Long County High School and not transfer to another school must be 16 years of age and have parent permission. A student withdrawing and transferring to another system must obtain a withdrawal form from the front office. A parent/guardian signature will be required. All textbooks and library books must be returned and all fines paid before the counselor will release the withdrawal form.
An unemancipated minor who is older than the age of mandatory attendance who has not completed all requirements for a high school diploma and wishes to withdraw from school must have the written permission of his or her parent or legal guardian prior to withdrawing. Before accepting such permission, the school principal or designee must hold a conference with the students and parents to share the educational options available and the consequences of not having earned a high school diploma.

Students wishing to withdraw from LCHS may be eligible to enroll in Coastal Plains Education Charter High School. For additional information, visit www.coastalplainscharter.org.

Parental Notification of Student Withdrawal

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

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

Make-Up Work

Excused Absences: Work missed during an excused absence must be made-up within two (2) school days after the student returns to school unless special arrangements are made with the subject teacher. On the first day he/she returns to school, the student must make arrangements with each teacher for make-up work. In situations where the assignment was given to the student prior to the absence, make-up work can be required by the teacher on the first day the student returns

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

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

Hospital Homebound

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

Credit Recovery

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

Closing of School

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

Clubs/Organizations

Long County High School provides clubs and organizations in many different areas, which will be of interest to students and offer opportunity for involvement. Only those clubs and organizations recognized, sponsored by, or sanctioned by Long County High School will be able to meet, function, have activities, or be represented in any manner on the school campus or during any school activity before, during, or after school. If you object to your son/daughter participating in one of the following clubs, please complete the Handbook Acknowledgement Form on Page 90 and return to your students' advisor.

Beta Club – The Beta Club is a part of the state and national organization. Its foremost purpose is public recognition of students' positive accomplishments, honors, and achievements. Membership in the Beta Club is based on honor and service for students in grades 9-

12. Previous activities include after school tutoring, community service activities, etc. Sponsor: Sarah Hein and Emily Page

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

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

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

Georgia Thespians – Georgia Thespians is a chapter of the Educational Theatre Association (EdTA) that sponsors the International Thespian Society, offering theatre education and opportunities for high-school students in Georgia, including conferences, workshops and film festivals. The club allows students to collaborate with theatre students from other Georgia high schools to share a mutual love for acting, stagecraft and other theatrical disciplines. Students inducted into Georgia Thespians will improve their craft while building a vibrant creative community within our school. Sponsor: Mark Stokes

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

Literature Club - Literature Club is a club that focuses on broadening the minds of LCHS students through the discussion and analysis of different types of literature. This will include news—local or global—poems, short stories, books, movies, and student writing. This is a new club but there are plans for a host of activities to include volunteering at our local library and publishing and illustrating a book for our Early Childhood Education classes. Sponsor: Brittney Kuzlik

Skills USA – Skills USA is a national nonprofit organization serving high school students who are preparing for careers in trade, technical, and skilled service occupations. This program provides the opportunity for high school students to demonstrate the skills they have developed in their occupational areas through contests, leadership activities, and achievements. Student representatives from each class learn leadership skills and manage school-wide community service projects throughout the year. Sponsor: Caleb Bailey

National Honors Society - The National Honor Society (NHS) is a high school organization that recognizes students who demonstrate excellence in scholarship, leadership, service, and character. Students are selected based on their academic achievement and their commitment to helping others through volunteer work and community service. NHS encourages members to be positive role models, develop leadership skills, and make meaningful contributions to their schools and communities. Membership is considered an honor and reflects a student's dedication to both academic success and personal integrity.

Daily Announcements

If students want an announcement to be included in the daily announcements, they have to be written, signed by a teacher or sponsor, and sent to the front office for approval.

EMERGENCY DRILLS

Orderly evacuation of the classroom is necessary in the event of an emergency. Each room has an emergency evacuation route. During emergency evacuations, students are to follow the evacuation route posted and follow the instructions of the teacher. Emergency procedures should be taken seriously because they could save a life!

FIRE DRILLS are required by state law. When the fire alarm sounds, all occupants of the various wings will evacuate the buildings immediately, according to the evacuation plan for each classroom. Fire drills should be respected for the protection of life.

TORNADO DRILLS/SEVERE WEATHER DRILLS are required and will be scheduled during the school year. During a tornado/severe weather drill, students will be guided to their designated safe areas within the building and directed to sit on the floor with their head between their legs. Severe weather drills should be respected for the protection of life.

INTRUDER ALERT DRILLS are required by state law and will be scheduled during the school year. During an intruder alert drill, students will be guided to their designated safe areas. Intruder drills should be respected for the protection of life.

In the event of a true emergency situation, parents may not be allowed to check their students out of school if school personnel deem that it is unsafe to allow the parent to check out the child. Once conditions become safe, parents will then be allowed to check out their children. The safety of our children and staff is our first priority!

Facilities and Classrooms

Long County High School's main campus is located at 1844 Georgia Hwy 57 in Ludowici, Georgia. Most academic and elective classes are held at this campus. Based on student population growth and expansion of programs, the Long County High School campus has been extended to include classroom and gym space located on other properties owned, operated, and maintained by the Long County Board of Education. Students will be transported each block to and from those locations by Long County School System buses. In order for this to be successful, the following procedures must be followed:

- **Parents/guardians who need to check a student in or out of school will need to report to the front office of our main campus at Long County High School.**
- Once a student is checked in or out at the main campus, the parent/guardian can then report to the appropriate Long County School System facility. Please do not report to these facilities without first reporting to the LCHS front office.
- Students must be on time to class each day. Please encourage your child to be on time to class. Students who

miss the bus for classes held at other Long County School System facilities may be placed in ISS for the duration of the class.

- Students must abide by all bus rules en route to and from any Long County School System facilities.
- Students must also abide by all school rules while at any Long County School System facilities and en route to and from these locations.
- Bus stop is an extension of the school

Field Trip Policy

Permission for school trips must be granted by parents/guardians in writing on special forms. **Students failing two or more courses for the semester will not be allowed to participate in school-sponsored field/competitive trips (including athletics).** Students must turn in the permission form before departure. Students must have their IDs in their possession in order to participate in the field trip if requested by the sponsor. Students attending approved field trips are counted present at school, and the time out of class is counted as non-instructional time. Students are allowed to make up the class work missed during the field trip (See Make-Up Work Policy). Should a student's behavior become uncontrollable or should the student be arrested on a school-sponsored trip, the parent/guardian will be contacted and the administration may take appropriate action. The Student code of conduct applies to all field trips. Additional information that will apply to the trip will be included in the permission form and other information provided for each trip. The student(s) may be denied participation in future field trips. Coaches decide room assignments during overnight trips. Students may be required to sleep 2 students to a bed which is 4 students per room of the same sex.

Grading and Reporting

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

Semester Grades:
Semester Work – 80%
Semester Exam/EOC – 20%

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

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

Semester Final Exams: Final exams are typically required at the end of each semester. **Students and parents are asked not to schedule vacations and out-of-town trips on exam days. Any exception to the final exam schedule must be pre-approved by the principal. EXAMS WILL NOT BE GIVEN EARLY IN ANY SEMESTER**! Please review the school calendar before scheduling vacation or other trips.
Semester Exam Exemption Policy: Students may exempt a semester exam in a course if they meet one of the following criteria for the course (EXCLUDES THE EOC):

1. Minimum grade of 70 in course and no absences.
2. Minimum grade of 80 and no more than three (3) absences.
3. Minimum grade of 90 and no more than five (5) absences.
4. **NO STUDENT MAY EXEMPT AN EOC.**

Halls and Corridors

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

On rare occasions, a student may have a personal emergency that requires that he/she be released from class to go to the restroom. The teacher must approve any release from class. Without a pass or signed teacher approval, students will be considered skipping and disciplined accordingly. Students are to use the restrooms in the hall that they are attending class. Any medical condition that might require a variance of this procedure must have prior approval by the principal or their designee.

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

Homework Policy

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

Homework serves to

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

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

Students are encouraged to make a record of all homework assignments. Parents should encourage the development of good study habits.

Student's responsibilities:

1. Homework is the responsibility of the student.

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

Parent's responsibilities:

1. Parents should demonstrate an interest in their children's homework and monitor their work habits.
2. Parents should ensure that students have a time and distraction-free place for homework.
3. Parents are urged to attend open house and parent conferences in order to become aware of how their child is doing in his or her courses.
4. Parents should periodically contact the teacher and/or advisor to voice any concerns and to find ways to help their child.
5. Obtain a parent portal login for PowerSchool from your student's counselor and check his/her grades frequently.

Teacher's responsibilities:

1. Teachers must be clear on homework assignments and should make sure students have the skills to complete the various types of assignments.
2. Teachers should grade homework while adding appropriate constructive comments as time permits.

3. Teachers should review homework in class and discuss problems or questions that the students may have.
4. Teachers should contact the parents if students are not fulfilling their homework responsibilities or are having trouble with work in class.

Parent-Teacher Conferences

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

Blue Tide Learning Center

Students are encouraged to use the learning center. It has an excellent selection of chrome books, magazines, and newspapers for students to use. The learning center will be available for students before and after school. The hours will be posted. **Students must have a learning center pass to enter during class time.** The learning center is open before and after school Monday – Friday from 7:00 a.m. until 2:15 p.m.

Lost and Found

The "Lost and Found" is located in the high school back office. Any item that is found by a student, a teacher, or other school staff should be turned in to the high school secretary. Its owner may claim an item that has been turned into "Lost & Found" once he/she gives a complete description of the item. **CARE OF BOOKS IS AN INDIVIDUAL RESPONSIBILITY**. After 10 (ten) school days items not claimed will be donated to Goodwill or discarded.

Lunchroom Policy

ABOUT
A nutritious breakfast and lunch are served daily. All meals served provide 1/3 of the daily nutrition requirements. All students are encouraged to participate in the breakfast program, which is at NO COST to all students.

Long County School Nutrition - Meal Charge Guidelines SY 27

As a partner in education, the Long County School Nutrition Program contributes to a successful academic

experience and encourages a lifetime of healthy eating by providing each student with the affordable opportunity to

consume meals that are nutritious, appealing, and served by caring professionals. Students are offered breakfast for

FREE and lunch is $3.50 for all grades. Students approved for free or reduced-price meals eat at no cost for lunch.

Parents or guardians may submit an application for free or reduced-price meals at any time throughout the school

year by visiting LINQ Connect or by requesting a paper application from their child's school. Families are still

responsible for paying the debt accrued prior to eligibility change if approved for free or reduced-priced meals. The

following information provides guidance on how the Long County School Nutrition Program will handle meal

charges.

1. Parents and guardians may set up an account through LINQ Connect. This can be completed by visiting

linqconnect.com. Parents can elect to set up alerts as a reminder for when their student's balance is low. LINQ

charges a convenience fee for credit/debit card prepayments of $2.85 per transaction.

2. Students may also pay for meals using cash or check with no additional fees. They can do so by providing this to

the cashier at the time of service or parents/guardians can visit the Long County Schools Nutrition Office at All

check payments should be made out to Long County School Nutrition.

3. High school students will be allowed to accrue a negative balance of $21; thereafter, the student will begin

receiving an alternate meal at lunch. This will be effective September 1, 2026. This procedure is only applicable to

students in grades 9-12. Parents are still responsible for charges incurred on their child's account. However,

continued unpaid meal debt for PK-12 students may result in the district seeking a resolution through court

proceedings.

4. Students are only allowed to charge lunch meals. A la carte or snack items may not be purchased separately if a

student has accrued a negative balance.

5. If a student has incurred a negative balance and brings cash to purchase a meal, the money provided will be

applied to the negative balance. If the total reduces the negative balance to below $21, the student will be provided

with a regular meal. If the total remains above $21, the student will be provided with an alternate meal.

6. Long County Schools staff members will attempt to notify parents prior to an alternate meal being provided for

high school students. Lunch bills will be sent via email twice weekly. Please make sure PowerSchool accounts are

up-to-date with current email addresses and parent contact information.

7. If a child is incurring charges and the parent or guardian is having difficulty paying, it is encouraged to contact the

School Nutrition Program office to discuss payment plans or the need to submit a free and reduced-price meal application.

A LA CARTE SALES

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

MEAL MODIFICATION

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

BASIC RULES OF CONDUCT:

Table manners are expected of all people eating in the lunchroom are as follows:

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

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

Non-Discrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution does not discriminate on the basis of race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, Lisa McCallister may be contacted at the Long County Board of Education at (912) 545-2367. Students and employees will not be subjected to retaliation for reporting such harassment or discrimination. Visit www.longcountyps.com for a copy of the discriminatory complaints procedure under Long County School District Policy GAAA/JAA (Equal Opportunity/Discriminatory Complaints) or under Policy IDFA (Gender Equity in Sports).

Money and Valuables

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

conducted. Students are strongly encouraged not to bring anything to school they are afraid to lose.

Parking Permits

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

All vehicles must be registered if they are parked on campus during the school day. The registrant of a motor vehicle is held responsible for the proper use, all contents, parking, and operation of his/her vehicle. Illegally parked vehicles may be towed at the owner's expense. All vehicles must have a visible parking permit while on school property. **No parking permit is to be transferred, sold, loaned, or given to another student. Reproduction, sale, or use of "fake" or unauthorized parking permits will be treated as a major theft and punished accordingly.** Students with more than one vehicle must officially register all vehicles used. Parking permits are $20.00 each and can be purchased through the office. To obtain a parking permit, students must present (1) proof of insurance and (2) a valid driver's license. Students have 30 days from the start of school to purchase a parking permit. First violation of not having a properly displayed parking permit will result in a warning indicated by a violation sticker. The second violation will result in a suspension of driving privileges on campus until a permit is purchased and displayed, and the third violation may result in the vehicle being ticketed or towed. Unlocked vehicles or vehicles without a current parking pass may be searched by school administrators. Anything found not allowed on campus will be turned in

to the SRO and school sequences may be administered according to students hand book.

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

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

School Health Services
Information Regarding Medication Administration

A nurse is not always available to assist in the administration of medication. The student may be assisted by an adult designated by the principal. Prescription and non-prescription medication will be given to

students by school personnel only when the following guidelines are observed.

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

2. **It is the responsibility of the parent/guardian** to deliver all medications **(prescription or non-prescription)** to the nurse's office or other designated school personnel. **Medications must not be sent with a student to school.** The only exceptions are for prescription inhalers, epinephrine auto injectors, insulin, and diabetic supplies. Primary and elementary students are not allowed to self-administer any medications at school.

3. **It is the responsibility of the parent/guardian** to notify the school of changes in the medication, dosage, and/or time of administration. A new "Medication Permission Form" must be completed indicating changes.

4. **Non-prescription medications (over-the-counter medications)** must be brought to the school in the unopened original container. A "Short Term/Over the Counter Medication Permission Form" must be completed. **Cough drops are allowed at school.**

5. Medications **(including over the counter medications)** administered for more than 10 school days are not considered to be of short term duration. A "Medication Permission Form" must be completed on all medications that will be given more than 10 school days.

6. **It is the responsibility of the parent/guardian** to keep the school supplied with adequate amounts of medication for their child.

7. Unused or discontinued medications must be picked up by the parent or guardian from the nurse's office prior to the end of the school year. All medications remaining will be disposed of by the school.

ILLNESS OR INJURY

Students with a contagious illness should stay home until free of symptoms for 24 hours. Keeping ill students at home protects everyone. If your student has a communicable disease, please call the nurse at your child's school to inform them.

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

Students may return to school **after 24 hours have passed from the last episode of vomiting or diarrhea.**

A student with chickenpox may return to school when all lesions have scabbed (usually 5-7 days). If your child has been diagnosed with chickenpox, please notify the nurse.

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

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

Students who have impetigo, ringworm, shingles, staph infections, & scabies **must be receiving treatment to return to school.** In some cases, lesions may have to be covered.

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

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

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

Suicide Prevention and Screening

Introduction

The safety and well-being of our students are of utmost importance to the Long County School District. As part of our commitment to fostering a supportive and safe school environment, we implement proactive measures to identify and support students who may be at risk for mental health challenges, including suicidal thoughts and behaviors.

Suicide Prevention Program

To address the serious issue of youth suicide, our district has established a comprehensive Suicide Prevention Program. This program includes:

1. **Education and Awareness:**
    - Training for staff, students, and parents on recognizing the signs of suicidal ideation and understanding how to respond appropriately.
    - Educational materials and resources available through our school counselors.
2. **Screening and Assessment:**
    - Regular screening for signs of emotional distress, including suicidal thoughts, as part of our broader mental health and wellness initiatives.
    - Use of evidence-based screening tools to identify students who may be at risk.
3. **Confidentiality and Sensitivity:**
    - All screenings are conducted with the utmost respect for student privacy and confidentiality.

    - Parents and guardians will be notified if their child is identified as at risk, and appropriate steps will be taken to provide support and resources.
4. **Support Services:**
    - Access to school counselors for students in need.
    - Referrals to external mental health resources and services when necessary.

    - Student led Youth Prevention club.

Parent and Guardian Involvement

We believe that parents and guardians play a crucial role in the well-being of their children. We encourage open communication and partnership with families to ensure the best support for our students. If you have any concerns about your child's mental health, please do not hesitate to reach out to our school counseling office.

Contact Information

For more information about our Suicide Prevention Program, including resources and support services, please contact:

- **School Counselor:** Kaylyn Harrison, (912) 545-2135, kharrison@longcountyschools.org
- **School Psychologist:** Lisa Kuhaneck, 912-545-2919, lkuhaneck@longcountyschools.org
- **School Principal:** Brian Thomas, (912) 545-2135, bthomas@longcountyschools.org

Emergency Contact

If you believe your child is in immediate danger, please contact emergency services immediately or the National Suicide Prevention Lifeline at 1-800-273-TALK (8255).

School Jurisdiction

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

- On the school grounds and within the school safety zone (**1000 feet of school**) during, before, and after school hours;
- On the school grounds and within the school safety zone as either a spectator or a participant at any other time when the school is being used by a school group;
- Off the school grounds at any school-related activity, function, sporting event, or event as a participant or a spectator;
- During the time required going to or from home, including time spent at the bus stop and on the school bus;
- Off school grounds, when a student's behavior has a direct and immediate effect on maintaining the safety and welfare of the students and staff;
- By use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of a local school system
- Any off-campus behavior of a student which could result in the student being criminally charged with a felony and which makes the student's continued presence at school a potential danger to persons or property at the school or which disrupts the educational process.

School Social Functions

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

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

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

Signing Out of School

1. **Parents may check their child out of school by coming to the school and requesting their son/daughter be checked out and personally signing the student out of school. Only the parent/guardian or legally assigned person may sign a student out of school. A picture ID will be required to check out a student. Parents must physically come in and check their child out.**

2. **Any student who leaves school without properly signing out will face disciplinary action.**

3. **Every student who will be checking out during the school day must bring a note with a parent's signature and a phone number where the parent can be reached. The secretary calling the parent must verify this note. If the note is not verified, the student may not check out. Parent notes should be turned in to the office by 9:00 a.m. each day. No emailed notes will be accepted.**

4. **All reasons for leaving school, including checking out, must meet one of the seven approved reasons (pages 7-8) for being absent from school. Any other reason will result in the student receiving an unexcused absence.**

5. **Students who check-out are to leave campus immediately. They are not to check out until their transportation is available. Students may not ride with other students unless permission is given by the parents of both the driver and the rider.**

Telephone Use

Office telephones are to be used only with the permission of office personnel and only for direct school-related situations. Students are not allowed to use the phones for social calls. Students will not be permitted to leave class to use the phone. Students who have to use the phone must do so during the **lunch period only. No tardy notes**

will be issued to students who are late for class due to using the phone. Because the office phones are constantly in use, parents are asked not to call with messages unless there is an emergency at home. Messages will not be delivered to students until 2:00 p.m.

Messages

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

Visitation

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

Child Abuse Reporting

All employees of the Long County Board of Education, including all teachers, administrators, guidance counselors and visiting teachers, as well as social workers and school psychologists employed by the Long County Board of Education, who have reason or cause to believe a child is being or has been abused shall report immediately but in no case later than 24 hours from the time there is reasonable cause to believe a child has been abused, in accordance with Georgia law and protocol for handling child abuse cases for Long County, Georgia.

Textbooks/Chromebooks/Instructional Materials

All textbooks, Chromebooks, and any other instructional materials will be distributed by the subject teacher. A record of the assignment of each textbook, Chromebook, and other instructional materials will be kept by the teacher. Students are responsible for protecting textbooks, Chromebooks, and other instructional materials from loss, theft, and damage once issued to them. Students will be charged the replacement price for lost or damaged textbooks, Chromebooks, or other instructional materials. An accounting for all missing textbooks, Chromebooks, and other instructional materials will be made at the end

of each school year. Textbooks, Chromebooks, and other instructional material may not be issued to students who owe for lost or damaged items until payment has been made.

Fees for Damaged Textbooks/Chromebooks/Instructional Materials:

If textbooks, Chromebooks, or any other instructional materials are damaged to the extent that they cannot be used, the student must pay the full cost of each item. Full cost is defined as the original price paid by the Long County School System.

Students will not be allowed to participate in graduation until all fees (textbooks, uniforms, lunch charges, book fines, etc.) are paid.
Textbooks/Chromebooks costs range from $10.00 to $150.00+.

Long County Schools
Acceptable Use Guidelines/Procedures

The Long County Board of Education ("Board") believes that technology and its utilization enhances the quality and delivery of education and is an important part of preparing students for a global economy. The use of school equipment, including computer hardware, software, local and wide area networks, and Internet access are also used to support the vision, mission, and goals of the Long County School District ("District"). Due to the complex nature of these systems and the magnitude of information available via the Internet, policy and regulations regarding acceptable use are warranted in order to serve the educational needs of students.

Acceptable Use

Technology services and resources will be made available to all District schools with the following
goals in mind:

- To promote educational excellence for the advancement of teaching and learning by facilitating resource sharing,

innovation, and communication among community, state, national, and global learning environments.

- To support research and education by providing access to relevant resources. and opportunities, promoting critical thinking, collaboration, creativity, and communication.
- To stimulate personal growth in information-gathering techniques, to significantly expand each user's knowledge base, and to promote intellectual inquiry and awareness of global diversity through communication and exploration.
- To assist students in developing the intellectual skills needed to discern the validity of media sources.

The District shall implement technology protection measures (i.e., an internet filtering mechanism) to block or filter, to the extent practicable, student and adult Internet access to material that is obscene, pornographic, or harmful to minors and/or includes child pornography, as those terms are defined in Regulation IFBG-R(1) and applicable law. The District administration may record or monitor the Internet activities of staff and students to address inappropriate use of the Internet as provided by law. This applies to any devices on the District's network and any school equipment from any location. Additionally, in the discretion of the Superintendent or his or her designee, such technology protection measures may be configured to preserve bandwidth and/or protect against access to other inappropriate content. The Superintendent or his or her designee may only disable the technology protection measures, to enable access for bona fide research or other lawful purpose for adult use.

No school equipment shall be used for accessing, sending, receiving, viewing, or downloading obscene material, child pornography, or material that is harmful to minors, as those terms are defined in IFBG-R(1) and applicable law. Any student, District employee, or any person who is not a student or District employee, who intentionally violates Policy IFBG and/or Regulation IFBG-R(1), whether or not such student, employee, or person was, at the time of such violation, on school property, on a school bus or other school vehicle, at a school related function, or elsewhere, shall be subject to the consequences, including disciplinary measures, as set out in IFBG-R(1).

The Superintendent or his or her designee is authorized and directed to implement regulations or procedures to monitor the Internet activities on

school equipment, address complaints regarding possible violations of this Policy and Regulation IFBG-R(1), provide for expedited review and resolution of a claim that the application of this Policy and Regulation IFBG-R(1) is denying a student or District employee access to material that is not within the prohibitions of this Policy and Regulation IFBG-R(1), and educate students about appropriate use of technology and responsible digital citizenship. Such educational programming will specifically address issues related to Internet safety, inappropriate material, cyberbullying and Internet interactions.

The Superintendent or his or her designee is further authorized and directed to establish regulations or guidelines establishing standards for the acceptable use of School District technology resources, including penalties and disciplinary action for violations of those standards.

Violation of this internet use agreement may result in discipline.

Long County School System
Student and Employee Acceptable Use Regulations

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

Terms and Conditions

I. Acceptable Use

Access to educational technology and the Internet is provided for educational purposes consistent with the school system's educational mission and goals.
Parents shall be required to sign the Acceptable Use Agreement form allowing their student(s) to access the Internet. All students shall also be required to sign said form affirming that they have read and understand

the administrative procedures on student acceptable use and understand the consequences for the violation of said administrative procedure.

The Long County School District ("District") provides a full range of digital resources ranging from electronic devices to cloud-based solutions, for students and staff. Use of all digital resources shall support the vision, mission, and goals established by the District. This Regulation sets forth the District's expectations regarding acceptable use of digital resources to provide a safe and secure online environment for the District, staff, and students.

A. Definitions

1. **Blogs** are websites that contain the writer's or group of writers; own experiences, observations,
opinions, etc., and often have images and links to other websites.

2. **Child pornography** means any visual depiction, including any live performance, photograph, film, video, picture, or computer or computer generated image or picture, whether made or produced by electronic, mechanical, or other means, of sexually explicit conduct, as such term is defined in O.C.G.A. § 16-12-100, when:
a. The production of the visual depiction involves a minor engaging in sexually explicit conduct;
b. The visual depiction is of a minor engaging in sexually explicit conduct; or
c. The visual depiction has been created, adapted, or modified to appear that an identifiable
minor is engaging in sexually explicit conduct.

3. **The Cloud** is a virtual location that is accessible through the Internet. Users are able to store and share media as well as use applications in the cloud. Microsoft 365 is an example of a cloud-based platform containing multiple applications.

4. **Cyberbullying** is bullying or harassment that happens online. It is the intentional and/or repeated harm to others using computers, mobile handheld devices, and/or other electronic devices to torment, threaten, harass, humiliate, or embarrass others.

5. **Deepfake** is highly realistic and often convincing manipulated media, such as videos or audio recordings, created using generative artificial intelligence (AI) techniques like deep learning.

6. **Digital Citizenship** is being an active member in a society full of technology, knowing what is considered appropriate technology use, and behaving responsibly with electronic resources.

7. **Electronic Vandalism** is any malicious attempt to harm or destroy the data of an individual or network.

8. **Generative Artificial Intelligence (Gen AI)** refers to networks of computer systems that are capable of generating original content, such as written or visual materials, with minimal human input. Examples of Gen AI content include text, images, music, and videos. Traditionally, Artificial Intelligence (AI) has consumed and analyzed data sets.

9. **Hacking** is any attempt to gain unauthorized access to a computer system(s), network, and/or its resources.

10. **Hallucination** is a generative AI creation/output that is incorrect or misleading.

11. **Harmful to minors** means that quality of description or representation, in whatever form, of nudity, sexual conduct, sexual excitement, or sadomasochistic abuse, when:
a. Taken as a whole, it predominantly appeals to the prurient, shameful, or morbid interest of minors;
b. It is patently offensive to prevailing standards in the adult community as a whole with respect to what is suitable material for minors; and
c. Taken as a whole, it is lacking in serious literary, artistic, political, or scientific value for minors.

12. **Identifiable minor** means a person:
a. (i) Who was a minor at the time the visual depiction was created, adapted, or modified; or (ii) Whose image as a minor was used in creating, adapting, or modifying the visual depiction; and
b. Who is recognizable as an actual person by such person's face, likeness, or other distinguishing physical characteristic or other recognizable physical feature.

13. **Illegal activities** include any action that violates federal, state, local law, or Long County Board of Education policy or regulation.

14. **Inappropriate material** means material that does not serve an instructional or educational purpose which includes, but is not limited to, material that:
a. Is profane, vulgar, lewd, obscene, offensive, indecent, sexually explicit, threatening, or harmful to minors and or includes child pornography;
b. Advocates illegal or dangerous acts;
c. Causes disruption to the District, its employees, or its students;
d. Advocates violence;
e. Contains knowingly false, recklessly false, or defamatory information; or
f. Contains media created using artificial intelligence (AI) tools to cause a false or negative impact and/or to impersonate others (e.g., name, image, or likeness) for negative intent.

15. **The Internet** is a global information system that is logically linked together by a globally unique address space based on the internet protocol or its subsequent extensions; that is able to support unencrypted communications using the transmission control protocol/internet protocol (TCP/IP) suite, its subsequent extensions, or other internet protocol compatible protocols; and that provides, uses, or makes accessible, either publicly or privately, high level services layered on such communications
and related infrastructure.

16. **The Intranet** is a controlled internal network that serves as a conduit for employee communication, access to resources, and the exchange of information only within the District.

17. **Multi-factor authentication (MFA)** is a security measure that requires users to provide multiple forms of verification, beyond just a password, to access an account or application.

18. **A Network** consists of devices connected to communicate, access, retrieve, or share information.

19. **Obscene material** means material which meets the following requirements:
a. To the average person, applying contemporary community standards, taken as a whole, the material predominantly appeals or panders to prurient interest in nudity, sex, or excretion;
b. The material, taken as a whole, lacks serious literary, artistic, political, or scientific value; and
c. The material depicts or describes in a patently offensive way sexual conduct as follows:
(i) Acts of sexual intercourse, heterosexual or homosexual, normal or perverted, actual or simulated;
(ii) Acts of masturbation;
(iii) Acts involving excretory functions or lewd exhibition of the genitals;
(iv) Acts of bestiality or the fondling of sex organs of animals; or
(v) Sexual acts of flagellation, torture, or other violence indicating a sadomasochistic sexual relationship.

20. **Podcasts** are audio/video files that can be streamed or downloaded and viewed and/or listened to using an electronic device.

21. **School equipment** means any computer or computer networking equipment, technology or technology related device or service, or communication system or service that is operated, owned, leased, and made available to students by a local board of education, local school system, or public school and that is used for transmitting, receiving, accessing, viewing, hearing, downloading, recording, or storing electronic communication.

22. **Social media/social networking** is participation in online communities for the sharing of interests and information. Social media platforms consist of various Internet services, including blogs, chat rooms, discussion boards, and the creation of personal profiles. Facebook, Instagram, X, and Snapchat, are all examples of social media platforms.

23. **Sexting** is the act of sending images or messages of a sexual nature using an electronic device.

24. **Technology Protection Measure** means a technology that inspects and analyzes unencrypted internet traffic for malware and that blocks or

filters electronic access to obscene materials, child pornography, or material that is harmful to minors.

25. **Technology Resources** are local and networked resources provided by the District such as, but not limited to: computers, smartphones, portable handheld devices, electronic reference databases, Internet access, communication/assessment tools, audio and video equipment, distance learning, virtual field trips, and other educational or administrative programs. Most applications are accessible via the Internet in the cloud.

26. **A User** is anyone who is authorized to gain access to the District's technology resources and school equipment.

27. **Web Tools** are web applications (i.e., blogs, wikis, RSS feeds, and social networking websites) that facilitate participatory information sharing and collaboration on the Internet.

28. **Wikis** are websites that allow users to add, delete, or revise content using a web browser.

B. Technology Protection Measures

The District implements technology protection measures to block or filter, to the extent practicable, student and adult internet access to visual depictions that are defined by this Regulation and applicable law as obscene, pornographic, or harmful to minors, or include child pornography. Unauthorized disabling or circumventing any District internet filtering system is strictly forbidden. If a website that is needed for teaching and learning is filtered, an educator may request that it be unblocked via a service request to Technology Services. Once reviewed for resolution, the educator will be notified. Internet filtering may be minimized for bona fide research or other lawful purposes and only with the approval of Technology Services.

Technology protection measures shall comply with the standards and specifications established by the Georgia Department of Education.

C. User Responsibilities

Users have an obligation to be responsible participants while using the resources that are available on the Internet and Intranet, and must adhere to all federal, state, and local policies. Illegal activities of any kind are strictly forbidden. The responsibilities include, but are not limited to, the following:

1. **Educational/Administrative purposes.** Users will use all technology resources and school equipment for educational or administrative purposes only. Users shall not access inappropriate material on the Internet or use school equipment for personal, commercial, or financial gain (excludes personal professional learning used to enhance teaching and instructional methods).
2. **Appropriate Material**. No school equipment shall be used for accessing, sending, receiving, viewing, or downloading obscene material, child pornography, or material that is harmful to minors, as defined in this Regulation.
3. **Safety.** Publishing confidential student information without parental permission is prohibited. The student Code of Conduct rules for bullying are also applicable to cyberbullying, and violators are subject to the same disciplinary procedures. If a user encounters inappropriate or confidential information or messages he/she is required to notify a teacher, school administrator, or supervisor immediately.
4. **Privacy**. There should be no expectation of privacy when using District technologies or school equipment. The District reserves the right to record, monitor, review, and report all activities including emails or text messages. Unless protected by state or federal laws (such as medical records or student records under the Family Educational Rights and Privacy Act ("FERPA")), activities may be subject to an open records request pursuant to the Georgia Open Records Act. If deemed appropriate, information may be disclosed by the District to the courts, law enforcement, authorized representatives or parents of students, or other third parties without users' consent.
5. **Passwords**. User accounts are to be used only by the owner of the account. A user's password is to be protected and never shared. Passwords must be strong, kept confidential, and not shared with anyone else. A strong password is at least 10 characters in length with a mix of lower case (abc . . .) and upper case (ABC . . .) letters, symbols (#*@ . . .) and numerals (123 . . .). Multi-factor authentication (MFA) is required for all staff District user accounts. Accounts and passwords that are provided, opened, or maintained by users in the performance of

their work or learning on school equipment are considered property of the District and must be disclosed upon request.

6. **Data Security**. Users are responsible for ensuring that sensitive information is used and stored securely. Users must ensure that all sensitive information is kept out of direct sight of others or left where it is easily accessible to others. No employee shall knowingly provide District e-mail addresses to outside parties whose intent is to communicate with District employees, students, or their families for non-District or non-school related purposes. Employees who are uncertain whether particular activities are acceptable should seek further guidance from their immediate supervisor.

7. **Data Breach/Security Concern**. Users are expected to access authorized websites and files only. Any suspected security breach must be reported immediately. Students should notify a teacher or administrator of any security concerns. Employees are required to notify their supervisor and contact Technology Services. Any user identified as a security risk may have their access to school equipment restricted.

8. **Electronic vandalism**. Users should not knowingly upload or create computer viruses, spyware, malware, or modify another person's files. Hacking, identity theft, falsifying documents, and releasing confidential information are strictly prohibited and will result in consequences referenced in the student Code of Conduct.

9. **Transmitting and receiving inappropriate materials**. Users should not knowingly transmit or receive any materials in violation of federal, state, or local law. This prohibition includes, but is not limited to, improperly used copyrighted material; materials that is threatening, obscene, pornographic, or harmful to minors and/or constitutes child pornography; or material protected by patent.

10. **Copyright**. Copyright infringement is prohibited. Users are expected to follow copyright laws and fair use guidelines as specified by Board policy and federal laws. Users are prohibited from illegally downloading or illegally copying from any electronic resource such as music, software, videos, etc.

11**. Posting Student Work**. Educators may post student-produced work that does not show personally identifiable information ("PII") internally or externally. Posting of PII requires the consent of a parent/guardian or eligible student. All postings shall be endorsed by a teacher or administrator. Postings shall be monitored, maintained, and removed if appropriate. All work produced using school resources can be used by the District without the express permission from a student or their

parent/guardian.
12. **Digital Citizenship**. Users should be aware of the benefits, opportunities, and risks of using online digital resources. Users are responsible for advocating and practicing safe and legal use of digital information and communication technologies.
13. **Proxies**. Users shall not use anonymous proxies or other techniques to circumvent content filtering. Circumventing technology protection measures is strictly prohibited and is a direct violation of Policy IFBG.

D. Technology Expectations for Students

All students are expected to review and abide by all technology rules and regulations stated in the student Code of Conduct, including the "Technology Do's and Don'ts".

Reminder: All students are expected to adhere to policy JCDAF: Use of Electronic Devices by Students which states students are not allowed to use any personal device during the instructional day. Staff are expected to enforce this policy.

E. Technology Expectations for Staff

All staff are expected to review and follow any technology-related policies, rules, and regulations set forth by the District. Staff should review the District's Employee Handbook annually.

F. Digital Media Resources and Learning Management Systems (LMS)

The District provides digital media resources and blended learning opportunities through several different platforms for instructional use with students. When using such platforms, the following practices are recommended:
1. Have a clear statement of the purpose and clear outcomes for the use of the digital media.
2. Use District-vetted and approved digital resources and District provided LMS.
3. Students are to follow the District's student Code of Conduct for online participation.
4. Teachers are to monitor their class's content and report inappropriate postings or material.

G. Online Platforms

Staff use of online platforms(blogs, wikis, podcasts, etc.) for educational purposes are an extension of the classroom. Whether at home or in school, any speech that is considered inappropriate in the classroom is also inappropriate to use online.

H. Personal Responsibility

Users are personally responsible for the content they publish online. Online posts intended for an audience of students or parents must be consistent with and relevant to the curricular activities in the classroom and align with the District's values and professional/ethical standards. Staff are responsible for monitoring all forms of direct electronic communications, including but not limited to, threaded discussions, chat rooms, email, and communications used for educational purposes that are posted online.

1. Students who use online resources and applications are expected to act safely by keeping personal information out of their posts.
2. Comments made on school-related platforms should follow this Regulation, the Employee Handbook for staff, and the student Code of Conduct (for students).
3. Content that fails to meet established educational objectives or that is in violation of any provision of this Regulation, the Employee Handbook, or student Code of Conduct will be removed.

All District employees who use personal technology and social media shall assume all risks associated with the use of personal technology and social media at school or school-sponsored activities, including responsibility for preventing students' viewing or use of inappropriate Internet materials through the District employee's personal technology or social media account. The District expressly disclaims any responsibility for imposing content filters, blocking lists, or monitoring of its employees' personal technology and social media.

I. School and Teacher Websites

The District continues to support school websites. These websites may include pages for or links to information about teachers. This information is intended to support families wishing to contact a teacher. Course content and other related curriculum materials should not be placed on a school or teacher web page. Instead, it is expected that teachers

utilize district technology tools, such as our LMS, to provide student access to district-supported content.

J. Consequences

The use of District technology resources is a privilege, not a right. Inappropriate use may result in disciplinary action and/or restriction of that privilege. Use of District school equipment is contingent upon compliance with federal and state laws, District policies and regulations, the Code of Ethics for Educators (for certified employees), the Employee Handbook (for all staff), and the student Code of Conduct (for all students).

Students who intentionally violate Policy IFBG or Regulation IFBG-R(1), whether or not such student was, at the time of such violation, on school property, on a school bus or other school vehicle, at a school related function, or elsewhere, shall be disciplined as set forth in the student Code of Conduct and as otherwise provided by law.

District employees who intentionally violate Policy IFBG or Regulation IFBG-R(1), whether or not such District employee was, at the time of such violation, on school property, on a school bus or other school vehicle, at a school related function, or elsewhere, shall be disciplined as set forth in the Employee Handbook and/or Code of Ethics for Educators, and as otherwise provided by law.

Any person who is not a student or District employee who violates Policy IFBG or Regulation IFBG-R(1), whether or not such person was, at the time of such violation, on school property, on a school bus or other school vehicle, at a school related function, or elsewhere, may have their rights to access school equipment suspended or terminated, and depending on the circumstances may be subject to further consequences, including but not limited to referral to law enforcement.

K. Complaint Procedures

Any person who believes a student has violated Policy IFBG or Regulation IFBG-R(1) may report the violation to the student's school administrator. The school administrator will then determine whether a violation occurred and what consequence, if any, is appropriate, as outlined in Section J, above. The school administrator will provide a

written response to the complainant within ten (10) school days from receipt of the complaint.

Any person who believes a District employee has violated Policy IFBG or Regulation IFBG-R(1) may report the violation to the Assistant Superintendent of Human Resources. The Assistant Superintendent of Human Resources or designee will then determine whether a violation occurred and what consequence, if any, is appropriate, as outlined in Section J, above. The Assistant Superintendent of Human Resources or designee will provide a written response to the complainant within ten (10) school days from receipt of the complaint.

Any person who believes someone other than a student or District employee has violated Policy IFBG or Regulation IFBG-R(1) may report the violation to the Director of Technology Operations. The Director of Technology Operations or designee will then will then determine whether a violation occurred and what consequence, if any, is appropriate, as outlined in Section J, above. The Director of Technology Operations or designee will provide a written response to the complaint within ten (10) school days from receipt of the complaint.

L. Expedited Review - Denial of Access

If a District employee believes that the application of Policy IFBG or Regulation IFBG-R(1) is denying the employee access to material that does not fall within the prohibitions of Policy IFBG or Regulation IFBG-R(1), the District employee may submit a ticket through the IT Helpdesk for review and resolution by Technology Services within one to three business days.

If a student believes that the application of Policy IFBG or Regulation IFBG-R(1) is denying the student access to material that does not fall within the prohibitions of Policy IFBG or Regulation IFBG-R(1), the student should report the request for access to the student's teacher. The student's teacher should then submit a ticket through the IT Helpdesk for review and resolution by Technology Services within one to three business days.

M. Disclaimer

The District makes no warranties of any kind, whether expressed or implied, for the school equipment provided. The District will not be

responsible for any damage suffered including, but not limited to, loss of data resulting from delays, service interruption, and/or exposure to offensive or threatening material. Use of any information obtained via the Network, Internet, or Intranet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of any information obtained through its services, Network, Internet, or Intranet. Nothing in this policy shall be construed to permit any access to materials that can be harmful to minors or that violate any local, state, or federal laws. Individuals with questions, concerns, or complaints regarding the contents or requirements of this Regulation should contact Technology Services.

II. Privileges

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

III. Unacceptable Use

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

A. Accessing materials or communications that are:
   1. Damaging to another's reputation,
   2. Abusive,
   3. Obscene,
   4. Sexually oriented,
   5. Threatening,
   6. Contrary to the school's policy on bullying or harassment,
   7. Harassing,
   8. Illegal;

B. Sending or posting materials or communications that is:

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

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

D. Copying or downloading copyrighted material on any system connected to the School System's hardware/software/network without the owner's permission. Only the owner(s) or individuals specifically authorized by the owners(s) may copy or download copyrighted material to the system;

E. Copying or downloading copyrighted material for the users own use without the owner's permission. Users may redistribute copyrighted programs only with the owner's permission. Such permission must be specified in the document or must be obtained directly from the owner in accordance with applicable copyright laws, Board policy and administrative procedures;

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

G. Wastefully using resources, including print resources;

H. "Chatting" or visiting Chat Rooms on school equipment at any time;

I. Utilizing or creating any software or viruses having the purpose of damaging the school system's networks or other user's system;

J. Gaining unauthorized access to resources or entities;

K. Invading the privacy of individuals;

L. Using another user's account or password;

M. Posting material authorized or created by another without his/her consent;

N. Posting anonymous messages;

O. Using the network for commercial or private advertising;

P. Forging of electronic mail messages;

Q. Creation and sending of bullying or harassing electronic mail messages;

R. Attempting to read, delete, copy or modify the electronic mail of other system users and deliberately interfering with the ability of other system users to send/receive electronic mail;

S. Using the network while access privileges are suspended or revoked;

T. Using the network and access to the Internet in a fashion inconsistent with directions from supervisors/teachers/administrators. Internet access is to be utilized for instructional purposes ONLY; and

U. Using the network and access to the Internet in a fashion inconsistent with generally accepted network etiquette.

IV. Staff Supervision

All employees should become familiar with this procedure and should enforce and follow the rules concerning appropriate use while at school and when their duties include supervision of students using the Internet. If in the course of their duties, staff members become aware of any violation of this policy, they

should address the matter in accordance with this procedure and the Board of Education's general disciplinary policies and procedures.

V. Compensation

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

VI. Security

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

VII. Vandalism

Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy the school unit's equipment or materials, the data of another user, the system Internet access, or the network. This includes but is not limited to the uploading

or creation of computer viruses. No software of any kind may be brought from home for use in any school computer. This could result in a Tribunal and student being placed in Alternative School Indefinitely!

VIII. Harassment

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

IX. Network Etiquette

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

A. Be polite. Do not become abusive in messages to others,
B. Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language,
C. Do not reveal personal addresses, pictures, or telephone numbers of yourself, or of any other user; Personal signatures on e-mail messages must use school addresses only,
D. Recognize that electronic mail is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the appropriate authorities,
E. Do not use the networks in any way that would disrupt its use by other users,
F. Consider all communications and information accessible via the network to be private property,
G. Do not indicate or suggest racism, sexism, or pornography,
H. Do not conduct unethical or illegal activities of any kind,
I. Do not conduct commercial, for-profit activities,
J. Do not transmit any copyrighted, obscene, or threatening material,
K. Do not make solicitations of any kind or purchases of any kind,

L. Notify parent(s)/guardian(s) AND building administrator immediately if any individual is trying to contact any user for illicit or suspicious activities,

M. Do not give out personal information such as driver's license or social security numbers, bankcard or checking account information.

X. Penalties for Misuse

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

Progressive discipline will be utilized when discipline for violation of the agreement in conjunction with the code of conduct.

Philosophy of Classroom Behavior

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

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

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

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

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

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

Philosophy of Discipline

The Long County Board of Education believes that every student has a right to attend school and to receive the best education possible without

disruptions by unruly and undisciplined students. The Long County Board of Education believes that unruly and undisciplined students need to be removed from the classroom setting until their conduct conforms to expected standards.

GaMTSS (Georgia's Multi-Tiered System of Supports)

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

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

PROGRESSIVE DISCIPLINE PROCEDURES

To the extent appropriate to the situation, school administrators, and teachers will follow a progressive discipline process. The degree of discipline to be imposed by each school official should be in proportion to the severity of the behavior, while considering the totality of the situation, including the student's age, discipline history, and other relevant factors.

The Code of Conduct provides a systematic process of behavioral support in which inappropriate behaviors are followed by consequences. Disciplinary actions are designed to maintain an appropriate learning environment, encourage self-discipline, and to help students substitute behaviors that are consistent with the character traits from Georgia's Character Education Program for their inappropriate behaviors.

The following range of disciplinary actions may be imposed for violations of this Code of Conduct:

- warning and/or counseling with a School Administrator or Counselor
- loss of privileges
- time out
- temporary or permanent removal from class, activity, event, or recess
- notification of parent/guardian
- parent/guardian conference
- suspension or expulsion from the school bus
- temporary placement in an alternative education program

- short-term suspension (ten days or less)
- referral to a Tribunal for long-term suspension or expulsion (more than ten days)
- referral to law enforcement, district attorney, or Juvenile Court officials. Georgia law mandates that certain acts of misconduct be referred to law enforcement, the district attorney, or other public officials. School officials may also report other acts of misconduct as deemed appropriate.

The maximum punishment that can be imposed by a disciplinary tribunal is permanent expulsion from the school system.
In the event of a disciplinary tribunal hearing, a parent/guardian or student may choose not to contest whether the student has violated the Code of Conduct or the appropriate discipline, and in such cases, an agreement may be negotiated which would include the parent/guardian or student waiving a right to a hearing before a disciplinary tribunal. Such an agreement and waiver must be approved by a disciplinary tribunal or hearing officer in accordance with local Board policy.

Before a student is suspended ten days or less, the principal or designee will inform the student of the offense for which the student is charged and allow the student to explain his or her behavior. If the student is suspended, the student's parent/guardian will be notified if possible. School officials may involve law enforcement officials when evidence indicates that a law may have been violated or when there is a legal requirement to report the incident.
If there is reason to believe that a student is in possession of an item that violates the law or school rules, school officials may search that student and his/her personal property. Student vehicles brought on campus, student book bags, school lockers, school desks, and other school or personal property are subject to inspection and search by school authorities at any time and without further notice to students or parents/guardians. Given those conditions, students are required to cooperate if asked to open book bags, lockers, or any vehicle brought on campus. In addition, school administrators are further authorized to use metal detectors and drug or weapon sniffing dogs at school or at any school function or event.

In reference to cell phone searches that are in a school setting, when the initial encounter with the student is based upon reasonable suspicion, the subsequent search of the phone will also be valid and requires no additional justification so long as it is reasonably related to the need of the educator to turn up evidence of the extent to which the student has violated or is violating either the law or the rules of the school.

Administrative Discretion

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

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

In-School Suspension (ISS)

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

Out-of-School Suspension (OSS)

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

OSS students <u>will not</u> be allowed to attend any school activities during the course of the suspension (on or off campus or extracurricular—such as Prom, Homecoming, sporting events, graduation, field trips, etc.).

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

Students may be allowed to work on classroom assignments while serving OSS. Tests and Quizzes must be done when the student returns; however, time and place is at the discretion of the teacher for that subject.

Discipline Tribunal

In accordance with the Discipline Codes of Long County School System, students who commit certain offenses that warrant suspension for more than 10 will be referred for a discipline tribunal.

Alternative School

The Long County Alternative School provides a structured alternative learning environment for students in grades 6-12 who have been placed on long term suspension from their base school program. Alternative school students may not attend any extra-curricular activity, function, or event on or off of Long County High School's campus including, but is not limited to, Prom, Homecoming, sporting events (home or away), awards nights, field trips, Graduation, etc.

Goals of the Long County Alternative School:

1. Increase students' self-confidence and self-esteem.
2. Improve individual student behavior, achievement, and attendance.
3. Increase commitment to school and learning by providing opportunities for students to experience success.

4. Provide for a successful transition from the alternative education setting to a regular school program or secondary program.

Alternative school students must abide by all rules, regulations, and procedures outlined in the alternative school handbook and the Long County High School student handbook. Students must report to the alternative school daily at their assigned time set by the Alternative School Administrator. Attendance will be taken daily, and all attendance protocols and truancy laws apply.

Contract for Students Returning from Long County Alternative School or any other alternative school setting, to Long County High School:
Normal Disciplinary Problems:

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

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

Riding the bus is a privilege, misbehavior will not be tolerated. Student misbehavior on the bus can result in the loss of all bus riding privileges. **Signatures from both parents and students on the contract are required before the student will be admitted into Long County High School.**

Students that finish their high school career in the Alternative School will not be allowed to participate in the Graduation ceremony (this includes December Graduates).

Discipline Code of Conduct

This code applies to ALL school activities.

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

Rule 1. Assault on School Employee **Zero Tolerance**

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

a) On the school grounds at any time;
b) Off the school grounds at a school activity, function, or event;
c) When either the alleged perpetrator or the alleged victim is en route to or from school activity; or
d) Off school grounds when the misconduct by the alleged perpetrator is because of the school employee's performance of his/her official duties.
e) This includes any student pranks conducted at a faculty member's place of residency or their personal property.

Verbal Offense:

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

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

Rule 2. Bullying/Cyber-Bullying

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

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

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

This law and the policy require schools to investigate reports of bullying. Upon a finding by a school administrator that a student has committed an act of bullying or is a victim of bullying, the administrator or his/her designee is required to notify the parent or legal guardian of the student. **(O.C.G.A. 20-2-751.4)**

1st Offense:	Suspend until parent conference and Three (3) Days ISS
2nd Offense:	Three (3) Days OSS
3rd Offense:	Ten (10) days OSS and referral to a discipline tribunal

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

Rule 3. Cellular Phones/Electronic Devices

Personal Electronic Device (Cell Phone) Policy

To support a focused and distraction-free learning environment and to comply with Georgia law (House Bill 1009), students may not use or access personal electronic devices during the school day.

The school day begins when the first bell rings at 7:20 am and ends when the final dismissal bell rings at 2:05 pm. This includes:

- **Class time**
- **Hallway transitions**
- **Lunch**
- **Advisement**
- **Assemblies / Pep Rallies**
- **Any other school-sponsored activities that occur during the regular school day**

Personal electronic devices include cell phones, smartwatches with communication capabilities, tablets, earbuds, and other

personal devices that can send, receive, or access electronic communications.

Students are expected to keep these devices stored and inaccessible throughout the school day unless a staff member specifically authorizes their use for an instructional purpose or the student has an approved accommodation or medical plan that permits device use.

Failure to comply with this policy may result in disciplinary action in accordance with the Long County High School Code of Conduct.

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

In reference to cell phone searches that are in a school setting, when the initial encounter with the student is based upon reasonable suspicion, the subsequent search of the phone will also be valid and requires no additional justification so long as it is reasonably related to the need of the educator to turn up evidence of the extent to which the student has violated or is violating either the law or the rules of the school.

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

Ten (10) days OSS

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

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

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

Rule 4. Cheating

Students at Long County High School are expected to submit work for evaluation that has been completed solely by that student unless group assignments have been so designated. Academic integrity is expected to be maintained at all times. Students should remember that any information taken from a written source must be appropriately documented or that constitutes plagiarism. This includes, but is not limited to, the use of AI-generated text, speech, or images, as well as the use of AI tools or software to complete any portion of a project or assignment. Cheating on an EOC or EOPA will result in disciplinary action of Two (2) days of ISS.

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

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

Academic dishonesty /cheating may result in the loss of credit, completing an alternative assignment and/or disciplinary consequences up to a tribunal referral depending on the circumstances.

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

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

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

Action to be taken:

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

Rule 6. Disregard of Directions or Commands
Zero Tolerance

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

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

Action to be taken:

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

Rule 7. Disruption and Interference with School **<u>Zero Tolerance</u>**

No student shall:

(a) Occupy any school building, gymnasium, school grounds, properties or part thereof with intent to deprive others of its use, or where the effect thereof is to deprive others of its use;
(b) Block the entrance or exit of any school building or property or corridor or room thereof so as to deprive or attempting to deprive others of access thereto;
(c) Set fire to, attempt to set fire to, or otherwise damage any school building or property;
(d) Discharge, display, possess or use any firearms, mace, explosives, tear gas or other weapons on school premises;
(e) Prevent or attempt to prevent the convening or continued functioning of any school, class, activity or lawful meeting or assembly on the school campus, including but not limited to pulling fire alarms;
(f) Prevent or attempt to prevent students from attending a class, school activity or event;
(g) Except under the direct instruction of the principal, block or attempt to block normal pedestrian or vehicular traffic on a school campus or adjacent ground;
(h) Continuously or intentionally make noise or act in any other manner so as to interfere with the teacher's ability to conduct his/her class;
(i) In any manner, by the use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, insult, or other conduct, intentionally cause the disruption of any lawful mission, process or function;
(j) Refuse to identify himself/herself upon request of any teacher, principal, superintendent, school bus driver, or other school personnel;

(k) Urge, encourage or counsel other students to violate any rules of the Student Conduct Behavior Code;
(l) Be on campus or enter the premises of a school without proper authorization of the superintendent, principal, or other school personnel.
(m) Text or post inappropriate/threatening messages that interfere with the normal function of the school day in any way.

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

Rule 8. Dress Code

Students in the school system are expected to dress and groom themselves in such a way as to reflect neatness, cleanliness, and safety. All students shall dress appropriately so as not to disrupt or interfere with the educational program or the orderly operation of the school. Examples of inappropriate dress and grooming include lack of cleanliness in person or dress; shoe lessness; "short-short" clothing; bare midriffs; "tank tops"; "see-through" clothing or apparel which designates gangs or similar organizations or any dress that is disruptive to the educational process. Designated dress involving school activities approved by the principal shall be acceptable. The principal or other duly authorized school official shall determine whether any particular mode of dress or grooming results in a violation of the spirit and/or the intent of this rule.

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

1. Shorts, skirts, and dresses must be no shorter than four inches above the knee, as measured from the top of the kneecap to the shortest point on the garment. Skirts and dresses under sheer/ see-through overlays must also be no shorter than four inches above the knee, as measured from the top of the kneecap to the shortest point on the garment

2. **No leggings/jeggings/spandex or any other form fitting tight leg wear should be worn unless covered with a top/dress that is at least fingertip length. No full body suits or onesies will be allowed.**
3. Any holes above fingertip length must be covered with a clothing garment so **NO** skin shows.
4. No hats or hoods are allowed to be worn in the building at any time.
5. **No halter-tops, tube tops, crop tops, or off the shoulder tops may be worn.** Girls may wear micro-sleeve tops and sleeveless dresses that measure at least three fingers in width. **Girls may not wear clothing that shows cleavage. No undergarments may be worn as outerwear.**
6. **All shirts must be long enough to cover the waistband and back while sitting and standing. No skin may be shown between the bottom hem of the shirt and the beltline. Shirts will be buttoned to the second button from the top. Jackets may not be worn as shirts.**
7. Pants will not be worn below the waist even while sitting. **Students will only receive one warning for saggy pants.** Pants legs must be worn at their full length.
8. **Pajama pants/lounging pants are not allowed. Students will be required to call home and be placed in ISS until parent/ guardian arrives with new garments or to check them out.**
9. Shoes must be worn at all times. **No bedroom shoes are allowed at school. Students will be required to call home and be placed in ISS until parent/ guardian arrives with new garments or to check them out.** It is highly recommended that students wear hard-sole shoes for safety purposes.
10. NO dark glasses are to be worn in the buildings (prescription glasses are permitted, but a doctor's excuse may be required).
11. No head garments may be worn in the building (except for religious reasons). This includes bandanas, durag, sunglasses and picks on top of the head. No curlers, shower caps, bonnets, beanies, toboggans or hats will be allowed. Girls may wear barrettes, scarves (no bandanas). Any hair management devices must be kept in good taste.
12. Gloves will not be worn in the building.
13. No suggestive designs, emblems, or words on clothing will be permitted, e.g. drugs, or drug paraphernalia, sex, alcohol, profanity,

slogans or signs that may prove to be offensive or interfere with the school's regular operation.

14. **Grooming is allowed in restrooms ONLY.**
15. **The spraying or use of any fragrance on LCHS campus or buses is prohibited.**
16. No body piercing is allowed except for ears (earrings) and nose or small studs. Students with body piercings will only receive one warning. Students WILL NOT be allowed to cover piercings with items such as band-aids, etc.
17. Jewelry or grooming items that may be used as a weapon will not be permitted (rat-tailed combs, any spiked jewelry, nail files, metal picks, chains other than necklaces, etc.)
18. To maintain a professional and respectful environment for all individuals, clothing should not expose cleavage. Tops and dresses should feature necklines that provide complete coverage when standing, sitting, or moving.

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

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

Consequences for breaking the dress code:

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

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

Rule 9. Drugs and Alcohol **Zero Tolerance**

A student shall not possess, sell, use, distribute, transmit, solicit, or be under the influence of any narcotic drug, depressant or stimulant drug including without limitation caffeine pills, hallucinogenic drugs, anabolic steroids, amphetamines, barbiturates, cocaine, marijuana **(broadly defined to include any product that contains cannabidiol (CBD), whether hemp or cannabis and regardless of the amount of THC in the product or the extent to which it is legal or illegal under state law)**, inhalants, synthetic cathinone drugs (e.g. bath salts), alcoholic beverages, intoxicants of any kind, any other controlled substance, or any substance represented to be or reasonably appearing to be any type of drug. A student shall not possess, sell, distribute, or transmit or attempt to sell or transmit any substance under the pretense that it is, in fact, a prohibited substance as described in this rule. The misuse of a prescription drug or nonprescription drug shall be considered a violation of this rule. Students are not allowed to have any drugs or medicine (prescribed or not) in their possession. This rule applies to the following:

- at or on school grounds and property, including athletic fields and parking lots owned, rented, leased, or chartered by the Long County Board of Education;
- in any building, facility, or vehicle owned, rented, leased, bus stops or chartered by the school system, including any school buses;
- at any school-sponsored events, activities, functions, or sporting events on-campus or off-campus, or while traveling to and from such events.

Action to be taken:

a) **Sale or distribution**, or attempt to sell, transmit, possess, use, solicit, be under the influence and all felony offenses: Mandatory referral to a Student Disciplinary Tribunal, which may result in long-term suspension or expulsion. Report to School Resource Officer (SRO).

b) A student shall not possess, sell, use, distribute, transmit, solicit **any drug-related paraphernalia**, which includes, but is not limited to, pipes, water pipes, clips, needles, any device used for ingesting

drugs, rolling papers, vaporizers or any other items directly related to drug use. Penalty is at the discretion of the administration and can range from parent notification to a Student Disciplinary Tribunal, which may result in long-term suspension or expulsion. Report to School Resource Officer (SRO).

c) Legal over-the-counter drugs once found will be turned in to the nurse with a written warning.

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

Search Policy

Random or blanket searches will be conducted at undisclosed times, not based on individual student suspicion, but as a preventative measure to ensure a safe environment for all of the students at Long County High School. Areas subject to searches include Long County High School campus, student parking lot, Sports Complex, and any facility owned and maintained by the Long County School System. **Random searches may be conducted with the aid of metal detectors and drug dogs**.

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

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

Action to be taken:

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

Rule 11. Fighting

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

Action to be taken:

1st Offense:	Five (5) days OSS and Five (5) days OSS with Parent Contact
2nd Offense:	Ten (10) days OSS and referral to a discipline tribunal

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

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

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

Use of Electronic Devices to Take Pictures or Record Altercations:

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

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

- Using an electronic device to take pictures or record a fight
- Distributing pictures or recording of a fight
- Having an electronic device out with the appearance of recording
- Posting the altercation on social media

Verbal Altercations:

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

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

Rule 12. Gambling

The act of gambling is not allowed on school property or at school functions. Consequences for gambling or carrying gambling equipment (dice, cards, poker chips, etc.) will be as follows:

1st Offense: Five (5) days OSS
2nd Offense: Ten (10) days OSS and referral to a discipline tribunal

Rule 13. Gang Activity

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

1st Offense:	Five (5) days OSS with Parent Conference upon return
2nd Offense:	Ten (10) days OSS and referral to discipline tribunal

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

Rule 14. IDs and Hall Passes

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

Each time a student is given permission to leave class during a class period; the reason will be noted on a hall pass. The time will also be noted. **Students MAY NOT leave class without a hall pass.** Teachers may limit the number of hall/bathroom passes used per semester for each class. All students are held responsible for knowing and abiding by the regulations in the student handbook, which has been approved by the Long County Board of Education.

Consequences for not producing an hall pass when prompted:

1st Offense: Warning
2nd Offense: Two (2) days lunch detention in ISS
3rd Offense: One (1) day ISS and parent notification
Subsequent Offenses: Additional ISS days with parent conference

Rule 15. Indecency-Sexual Harassment Zero Tolerance

A student shall not perform any act of sexual intercourse, exposure of sexual organs or lewd caress or indecent fondling of the body of another person: sexual harassment of a physical or verbal nature, any lewd caress, or indecent fondling/touching of the student's own body or body of another person. Use of lewd, profane, vulgar or obscene words or gestures, also to include videos or pictures taken of such behavior with or without subsequent posting to the internet or social media; use of speech or gestures that are perceived, or where the inference is intended, to demean or threaten the well-being, safety, or dignity of another person with or without that person's knowledge; possession or transmission of obscene or pornographic pictures, materials or objects; indecent exposure; and all forms of sexual contact are prohibited. Any student that desires to report sexual harassment grievances should report to the school administrator verbally and in writing or the appropriate coordinator designated in policy GAAA, or the school counselor, who will implement the board's discriminatory complaints procedures as specified in policy. (See Long County Board of Education Policy GAEB **O.C.G.A 20-2-735 (E)**–Harassment)

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

Rule 16. Insubordination **Zero Tolerance**

Disrupting public school, class disruption, disorderly conduct, insubordinate or disrespectful behavior, willful disobedience (school rules, regulations, or directives), or entering an unauthorized area or event including connecting to or installing any computer hardware, components, or software which are not school system property to or in the district's technology resources without prior approval of the district technology supervisory personnel. Willful disobedience for refusal to allow an administrator to search property involved in a school investigation.

Action to be taken:

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

Rule 17. Other Conduct Which is Subversive to Good Order
Zero Tolerance

A student shall not perform any other act, which is subversive to good order and discipline in the school. This includes, but is not limited to, violation of local school rules, violation of state and federal law, providing false information to school personnel, agitations that are ethnically or racially inflammatory, loitering or trespassing, or community misconduct that would be so serious as to pose a threat to the school community.

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

Rule 18. (PDA)/Relationships

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

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

In the event of excessive PDA, the penalty is at the **discretion of the school administration** and may include, but is not limited to, in-school suspension, out-of-school suspension, or a Student Disciplinary Tribunal.

Rule 19. Assault or Battery by a student on another student or to any other person not employed by the school

Zero Tolerance

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

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

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

Rule 20. Profanity

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

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

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

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

Rule 21. Repeated Violations/Misbehavior **Zero Tolerance**

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

Action to be taken:

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

Rule 22. School Bus Safety Guidelines - All code of conduct rules apply on school-provided transportation and at school bus stops.

1. Students will follow directions of the driver at all times.
2. Students will safely wait for, board, and exit the bus only at their assigned bus stops.
3. Students will look for traffic and wait for the driver's signal to cross the road in front of the bus.
4. Students will remain properly seated at all times.
5. Students will keep hands, head, arms, and legs away from windows and confined to their own seat area. There will be no throwing items on the bus, into or out of the bus.
6. Students will talk quietly. Loud voices, profanity, and electronic devices are not allowed. Students are prohibited from using items during the operation of a school bus in a manner that might interfere with the school bus communications equipment or the school bus driver’s operation of the bus.
7. Students will not eat, drink, and chew gum or bring/use tobacco or vaporized products on the bus.
8. Students will not bring animals, glass objects, balloons, or items too large to hold.
9. Students will help keep their bus clean and in good, safe condition.

10. Weapons of any sort (guns, knives, sharp objects, mace, etc.) are not allowed on the bus.
11. No loitering after school. All students must report directly to the bus.
12. Any emergency request to ride a bus or a different bus must be requested in writing by the parent and turned into the front office before lunch. Students will be allowed to get off the bus only at school and at home. Additional locations for students to get off the bus must be requested in writing by the parents.
13. Students who are suspended off the bus and get back on the bus in the morning will have additional consequences.
14. Students cannot exit the bus until they reach their assigned bus stop.
15. The spraying or use of any fragrance on LCHS campus or buses is prohibited.

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

Action to be taken:

1st Offense:	Student-Administration Conference & Notify Parents
2nd Offense:	Two (2) days bus suspension & Notify Parents
3rd Offense:	Five (5) days bus suspension & Notify parents Administration-Student-Parent Conference required before riding privileges restored.
4th Offense:	Ten (10) days bus suspension & Notify parents

	Referral to principal for denial of riding privileges for the remainder of the school year

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

Rule 23. Search and Seizure

School officials are authorized to conduct reasonable searches of students, staff, and visitors pursuant to applicable law. When reasonable suspicion exists, school officials may search students whom they believe have either violated particular laws or rules of the school. The scope of the search will be reasonably related to the purpose of the search and not excessively intrusive considering the age and gender of the student and the nature of the suspected infraction.
Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of student parking lots and inspections of student vehicles on school property. Students should not expect their vehicles or vehicle contents to remain private if exercising the privilege of parking on campus.

Student lockers, desks, and all school and classroom storage areas are school property and remain, at all times, under the control of the school. These areas are not private. Periodic general inspections of these areas may be conducted by school authorities for any reason at any time without notice, and without student consent.

School computers and school technology resources, as defined below, are not private and are open to school review at any time. A school official may also search a student or a student's backpack/personal property, cell phone and vehicle parked on school premises or at school functions if the school official has reasonable suspicion that evidence of a crime or violation of school policy (such as drugs, weapons, electronic devices, etc.) is present.

Sweeps of school facilities may be conducted using dogs and metal detectors.

Rule 24. Selling Merchandise and Posting Signs

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

1st Offense:	Three (3) days ISS
2nd Offense:	OSS until parent conference
3rd Offense:	Three (3) days OSS

Rule 25. Skipping/Cutting Class **Zero Tolerance**

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

Action to be taken:

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

Skipping School **Zero Tolerance**

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

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

All Skipping:

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

Rule 26. Student Behavior Rules

1. At all times, students must conduct themselves in a manner that respects the rights of other students and staff. These codes of conduct include:
   -the right to a safe, non-threatening environment,
   -the right to courtesy at all times,
   -the right to protection of private property and personal space
   -the right to a clean school environment,
   -the right to hear only acceptable language.
2. Students are required to attend all classes.
3. Students are expected to arrive at each class on time with adequate supplies needed for that class.
4. Students arriving 15 minutes or more late for school in the morning must sign in at the main office. Before this time, students need to go to the office to get a tardy. Students leaving during the day must sign out at the office also.
5. Students are only permitted in the following areas before school or during lunch:
   -lunchroom
   -commons area
   No student is allowed in the gym before school or during lunch.
6. Students who misbehave in assemblies will be sent to ISS.
7. **Students are only allowed to eat and drink in the commons area and cafeteria unless otherwise noted.**

8. Students are expected to throw away their trash from breakfast and lunch.
9. Sleeping will not be permitted in class.
10. Students should not be out of their assigned area at any time.
11. **No two students are allowed in the same bathroom stall at the same time. Regardless of the situation!**

Action to be taken:

1st Offense:	One (1) day ISS
2nd Offense:	Two (2) days ISS
3rd Offense:	Three (3) days ISS and Parent Conference
4th Offense:	Three (3) days OSS

Rule 27. Tardies to Class

All students must be in their assigned areas on time. Failure to comply with the tardy bell is a serious violation of school policies. Tardiness is defined as failure to be in the room when the bell begins to ring. **Any student who misses more than 15 minutes of class will be counted absent.** Excessive tardiness may result in parent conference and suspension. Students are only allowed five (5) tardies per nine weeks without consequence.

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

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

Rule 28. Terroristic Threats **Zero Tolerance**

Mandatory parent or guardian conference, mandatory threat assessment for terroristic threats, OSS, tribunal referral, law enforcement referral. Warning Statement: Threats of violence toward persons or property will not be tolerated, whether the threat is made in

seriousness or in jest. Any comment, statement, threat, situation, or condition that indicates the possibility of becoming a life-threatening situation is a serious matter and will be investigated and dealt with accordingly.

A threat can be, but is not limited to, a communication or behavior made in seriousness or jest that carries a risk of harm to students or staff or is intended to harass or intimidate a victim. An expression of intent to harm someone, whether communicated to the intended victim or if the intended victim is not aware of the threat, is considered a threat. Threats, whether implied or stated indirectly or directly, are perceived as such by the victim . They can be verbal, written, or conveyed through social media, text messages, email, etc.

For students that have threatened death or serious bodily injury may by placed on school-sponsored leave until an investigation is complete.

Action to be taken:

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

Rule 29. Theft

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

Action to be taken:

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

Rule 30. Tobacco

Possession or use of Tobacco and tobacco products, including cigarettes, cigars, snuff/dip, and chewing tobacco are not allowed.
Action to be taken:

1st Offense: Five (5) days OSS and parent notification
2nd Offense: Ten (10) days OSS pending discipline tribunal

This includes all school sponsored events.

Rule 31. Vape / Vaping

Possession or use of Vaping and vaping products, including e-cigarettes, or similar devices or products, vaping oils, refill cartridges, vape chargers, Juuls, and other vape paraphernalia are not allowed. This prohibition includes any product that contains cannabidiol (CBD), whether hemp or cannabis and regardless of the amount of THC in the product or the extent to which it is legal or illegal under state law, and related paraphernalia)!

Action to be taken:

1st Offense: Five (5) days OSS and parent notification
2nd Offense: Ten (10) days OSS pending discipline tribunal

Vape devices or paraphernalia will not be returned to students; it will be turned over to the SRO.

This includes all school sponsored events.

If SRO can't determine whether a Vape is or isn't a THC / CBD oil the consequence below applies:

Ten (10) days OSS pending discipline tribunal.

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

A student shall not possess, handle, transmit, or threaten with any object that can reasonably be considered or converted to and/or used as a weapon. This includes objects stored in their own personal vehicle parked on campus.

Any object that is or may be used to inflict bodily injury or to place another in fear for personal safety or well-being. Weapons may include but are not limited to:

1. Any handgun, firearm, rifle, shotgun, or similar weapon, including pellet gun; any explosive compound or incendiary device; or any other dangerous weapon as defined in O.C.G.A. § 16-11-121, including a rocket launcher, bazooka, recoilless rifle, mortar, hand grenade, and/or vehicle.
2. Any hazardous object, including any dirk, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of two or more inches, straight-edge razor, razor blade, spring stick, knuckles, whether made from metal, thermoplastic, wood, or other similar material, 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, lighters, ammunition 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 instrument of like kind, any nonlethal air gun, and any stun gun or taser. Any real or “look-alike” weapon, hazardous object, bomb, other explosive device, or explosive material Such term shall not include any of these instruments used for classroom work authorized by the teacher. No handcuffs on campus other than those held by law enforcement.

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

Action to be taken:

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

Unsafe School Choice Option (USCO)

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

Academic Information

Transcripts

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

Schedule Changes

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

1. Student is a senior and not scheduled in a course needed for graduation.
2. Student has already earned a credit in a course in which he/she is currently scheduled.
3. Student does not have the prerequisite(s) for a class on his/her schedule.
4. Student has previously failed this course with the same teacher.

5. Student needs a specific course to complete any pathway (CTAE, Fine Arts, or Advanced Academics).
6. Student does not have a full schedule.
7. Data entry error (no lunch, a class listed twice, missing an academic class, free periods).
8. Student needs remedial coursework based on prior coursework, test scores, and/or teacher recommendations.
9. A class is listed that the student did not request (including alternates).
10. Student is a junior or senior who needs credit recovery for a previously failed course and meets credit recovery guidelines (freshmen and sophomores may be considered depending on seat availability).

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

Graduation Requirements

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

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

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

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

Grade Placement

The following credits are required for grade placement:

10th Grade	5
11th Grade	11
12th Grade	18

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

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

Areas of Study

Units Required

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

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

(IV) Social Studies*	4
(V) CTAE and/or Modern Language/Latin and/or Fine Arts*	5
(VI) Health and Physical Education*	1
(VII) Electives	4
TOTAL UNITS (MINIMUM)	26

*Required Courses and/or Core Courses

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

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

Local Requirements

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

Honors Class Requirements

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

Students who withdraw from Honors courses will not be allowed to enroll in any Honors classes in that academic area for the remainder of their high school career. Students may only advance to the next Honors course if they have completed the previous Honors course, unless authorized by the teacher and department head.
ALL students who are seeking enrollment in Honors courses must meet the following criteria related to each specific course:

Honors English:

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

- Recommendation from previous English teacher
- Grade in previous English course must be 85 or above
- "Distinguished" on most recent prior standardized testing:
  - 8th Grade Language Arts EOG
  - 11th Grade American Literature EOC

Honors Math:

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

- Recommendation from previous math teacher
- Grade in previous math course must be 85 or above
- "Distinguished" on most recent prior standardized testing:

- ➢ 8th Grade Mathematics EOG
- ➢ 9th Grade Algebra I EOC

Honors Science:

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

- Recommendation from previous science teacher
- Grade in previous science course must be 85 or above
- "Distinguished" on most relevant prior standardized testing
  - ➢ 8th Grade Science EOG
  - ➢ Biology EOC

Honors Social Studies:

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

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

Valedictorian and Salutatorian Policy for Long County School System

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

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

Related Programs

Counseling Department

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

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

Honors Nights

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

Star Student

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

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

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

Honor Graduate

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

Hope Scholars

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

Dual Credit Options

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

Dual Enrollment: DE allows high school students to earn college credit while working on their high school diploma. Academic courses are available for students in 11th or 12th grade. Academic courses are also available to sophomores who score a 1200 on the SAT or 26 on the ACT. Technical courses are available to students in 10th – 12th grades. The DE program covers tuition only. Any additional costs may not be covered through the DE program.

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

Code of Ethics for Educators

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

Nondiscrimination

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

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

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

Lisa Futch, Special Education/504 Coordinator
Long County BOE Annex, 50 Martin Luther King Jr SW, Ludowici, Georgia 31316; (912) 545-2367.

Patricia Krumnow, Director of Federal Programs, Long County Board of Education, 50 Martin Luther King Jr SW, Ludowici, GA 31316; (912) 545-2367

Competitive Interscholastic Activities Eligibility

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

Georgia High School Association (GHSA) Eligibility Requirements

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

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

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

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

Parent/Guardian Right to Know

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

TITLE I and TITLE II

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

Whether the student's teacher

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

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

If you wish to request the information concerning your child's teacher's and/or paraprofessional's qualifications, please contact the Long County School System at (912) 545-2367.

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

Family Educational Rights and Privacy Act (FERPA)

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

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

(2) Request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other

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

(3) Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent at the Act and the regulations promulgated pursuant to the Act authorize disclosure without consent. One exception, which permits disclosure without consent, is to school officials with legitimate educational interest. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member; a member of the school board; a person with whom the district has contracted to perform a specific task (such as attorney, auditor, or therapist); or a parent or student serving on an official committee (such as a disciplinary or grievance committee.) A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his/her professional responsibility. Upon request, the school district forwards educational records without prior consent to another school in which the student seeks or intends to enroll.

(4) The Long County School District has designated the following information as directory information:

i. Student's name, address and telephone number;
ii. Student's date and place of birth;
iii. Student's participation in official school clubs and sports;
iv. Weight and height of student if he/she is a member of an athletic team;
v. Dates of attendance at the Long County School System;

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

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

(5) File with the United States Department of Education a complaint under 20 C. F. R. 99.63 concerning the alleged failures by the Long County Board of Education to comply with the requirements of the Act or the regulations promulgated thereunder. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U. S. Department of Education, 400 Maryland Avenue, SW, Washington, D. C. 20202-4605.

(6) You are also notified that from time to time students may be photographed, videotaped, or interviewed by the news media at school or some school activity or event; unless you, as a parent/guardian object in writing to your student being photographed, videotaped or interviewed to the principal of the school where you student is enrolled. You must notify the principal of the objection by the date specified above. The principal will take reasonable steps to control the media's access to students. However, your submission of a written objection does not constitute a guarantee that your student will not be interviewed in circumstances which are not within the knowledge or control of the principal.

Protection of Pupil Rights Amendment (PPRA)

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

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

(i) Political affiliations or beliefs of the student or the student's parents;

(ii) Mental or psychological problems of the student or the student's family;

(iii) Sex behavior or attitudes;

(iv) Illegal, anti-social, self-incriminating, or demeaning behavior;

(v) Critical appraisals of other individuals with whom respondents have close family relationships;

(vi) Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;

(vii) Religious practices, affiliations, or beliefs of the student of student's parent; or

(viii) Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such

program), without prior written consent of the parent or eligible student.

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

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

(2) You may, upon request, inspect any instructional material used as part of the educational curriculum for your student.

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

Long County High School
Parental Involvement Plan

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

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

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

- VOLUNTEER AT SCHOOL - Schools often send home lists of various ways that parents can volunteer. If not, let your child's teachers, principal, or counselors know your special skills and ask what you can do to help.
- SHOW YOUR CHILD THAT YOU CARE - Have a conversation with your child about school and homework regularly. Ask specific questions that inform you about your child's school day. Know what classes your child is taking, who your child's friends are, and other essential information.
- KEEP IN TOUCH WITH THE SCHOOL - Get to know your child's teachers, principal, counselors, and the parent involvement coordinator. Make it a point to stay in contact with them throughout the school year.
- EXPRESS HIGH EDUCATIONAL EXPECTATIONS - Encourage your child to take challenging courses and monitor your child's academic performance (homework, grades, and test scores) throughout the year. Emphasize effort and achievement.
- ATTEND SCHOOL MEETINGS, FUNCTIONS, AND EVENTS - Make time to attend parent-teacher conferences, parent fairs, curriculum nights, award ceremonies and other school events. Your attendance and support matters to your child.
- SEEK OUT INFORMATION - Request a meeting with your child's teacher regarding any aspect of your child's education. If you have other questions, ask the school by calling or sending a note so they can link you with the appropriate person who can respond to your needs.
- BE AN ACTIVE PART OF DECISION MAKING COMMITTEES – Participate in parent or school leadership organizations. Ask your school about the Parent Teacher Association or Parent Teacher Organization, school council, parent advisory committee or other parent organizations and then join one.
- MAKE SCHOOL IMPORTANT - Talk positively about school with your child. Send your child prepared for school each day with pens, pencils, notebooks, and homework completed. Make school a priority by ensuring they are at school every day and arrive on time.
- BE SEEN AT SCHOOL - Arrange a visit to your child's school, attend a school activity, or have lunch with your child at school. Your presence matters and shows the school that you are concerned about your child's education.

- BE INFORMED AND RESPONSIVE - Ask, collect, read, and respond, if needed, to all information (school policies, field trip information, student handbook, etc.) sent from your child's school or teacher. If you need to receive information in a language other than English, call or visit the school.
- VISIT YOUR SCHOOL'S WEBSITE – Access all kinds of information, including homework assignments, class schedules, lesson plans, test dates, and grades on your student's school Website. If you do not know your school's website, ask your child's teacher or the school.
- PARTICIPATE IN WORKSHOPS THAT ARE OFFERED- Look for great opportunities to meet other parents at school through workshops that cover topics such as the state curriculum, graduation requirements, school standards, and other shared parent concerns. If workshops are not offered regularly, help plan one or suggest ideas to your school counselors or parent involvement coordinator.
- PROVIDE A RICH LEARNING ENVIRONMENT AT HOME - Make time for meaningful dinner conversations, trips, games, reading time, family sports, and daily routines. Activities like these will contribute to your child's academic achievement at school.
- DROP IN ON AFTER SCHOOL OR EXTRACURRICULAR ACTIVITIES - Pick your child up from after-school activities or schedule a visit. It is important to know your child's after school teacher, instructor, or coach.
- INVITE THE COMMUNITY TO PARTNER WITH THE SCHOOL - Encourage local businesses, churches, clubs, or civic organizations that you are involved with to volunteer or financially support the school. Have community partners provide schools and families with information about services and resources they provide that support student learning such as mentoring, tutoring, and service learning activities.

As required by the United States Supreme Court decision, *Mahmoud v. Taylor*, a parent may request to opt out of instructional materials and supplementary or ancillary materials as defined in policy if those materials substantially interfere with the religious development of their child or pose a very real threat of undermining the religious beliefs and practices a parent wishes to instill in the child.

Visit the following for additional parental involvement information, please visit www.longcountyps.com or www.doe.k12.ga.us.

Fraud Prevention Policy

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

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

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

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

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

Responsibilities

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

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

Any and all reports of suspicious activity and/or suspected fraud, waste, abuse, or corruption will be investigated. Results of an investigation

shall not be disclosed to or discussed with anyone other than those individuals with a legitimate need to know until the results become subject to public disclosure in accordance with state and/or federal law.

Long County School System

Assessment Security Notice

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

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

Mr. Heath Crane - School Superintendent
Long County School System
hcrane@longcountyschools.org
(912)545-2367

Mr. Brian Thomas-Principal
Long County High School
bthomas@longcountyschools.org
(912)545-2135

Mr. Jamie Horne-Principal
Long County Middle School
jhorne@longcountyschools.org
912-545-2069

Dr. Melanie Spradley-Principal
Smiley Elementary School
mspradley@longcountyschools.org
(912)545-2147

Mrs. Kesha Lee-Principal
McClelland Elementary School
klee@longcountyschools.org
(912)545-7910

Mrs. Nicole Strickland-Principal
Long County Primary School
nstrickland@longcountyschools.org.

Dr. Patricia Krumnow- Director of Testing
Long County School System
pkrumnow@longcountyschools.org
(912)545-2367

Long County High School
Parent/Student Handbook Acknowledgement Form

By signing below, we acknowledge that our family has access to the LCHS Student Handbook located on the LCHS website (longcountyhs.com) including the Code of Conduct and that we have reviewed this handbook with our child. We acknowledge that we understand the following information in this handbook:

- Attendance Policy Pages 7 – 11
- Acceptable Internet Use and Safety Pages 33 - 50
- Code of Conduct Pages 53 - 85
- Assault of School Employee Page 59
- Cell Phone / Electronics Policy Page 60 - 62

- Disregard of Directions Page 63 - 64
- Dress Code Pages 65 - 68
- Drugs and Alcohol Pages 68 - 69
- Fighting Pages 70 - 71
- Indecency - Sexual Harassment Page 73
- Insubordination Pages 73 - 74
- Search and Seizure Page 78 - 79
- Skipping / Cutting Class Pages 79 - 80
- Terroristic Threats Page 82
- Tobacco and Vaping Page 83 - 84

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

- Interviewing, photographing, and videotaping of students by staff or news media
- Your child's participation in any student club or organization (pages 11-13)

Signature of Parent/Guardian Date

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

Signature of Student Date

Student's Printed Name

School-Parent Compact
Long County High School
School Year 2026-2027

Dear Parent/Guardian,

Long County High School students participating in the Title I, Part A program, and their families, agree that the School-Parent

Compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement as well as describes how school and parents will build and develop a partnership that will help children achieve the State's high standards. Please review the School-Parent Compact provided in the electronic student handbook.

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

School Representative Signature:

_____ Date: _____

Parent/Guardian Signature:

_____ Date: _____

Student Signature:

_____ Date: _____