

2022-2023



STUDENT & PARENT HANDBOOK

Lanier County
School System



LCS 2025-2026
**District Teacher of
the Year**
Haideline Escobar
**Lanier County
Elementary School**



2024-2025 GHSA STATE CHAMPIONS

Lanier County Board of Education

Vision: Empowering, Engaging, and Inspiring excellence every day.

Mission: Preparing all to learn, live, and lead.

Motto: Lanier Leads...Ready to Learn, Ready to Live, Ready to Lead



Pictured (L-R): Mr. John W Strickland, Jr, District 2.; Mr. Phillip Connell, District 3; Mr. Randy Sirmans, Chairman; Mr. Denny Fender, District 4; Mr. Erlish Locklear, District 1; and Mr. Gene Culpepper, Superintendent.

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The updated, online version will supersede the printed version.

Superintendent's Welcome



Parents and Students,

Welcome Back to another school year in Lanier County Schools. The previous 12 months have been filled with extraordinary events from Hurricane Helene to the record setting winter storm and everything else in between. The 2024-2025 school year was certainly one for the record books. In the midst of it all Lanier County Schools maintained its focus on educating the children of Lanier County.

Speaking broadly, Georgia continues to lead the nation as the most business friendly state bringing new businesses and job opportunities. Georgia has identified many high needs career fields at the state and regional level. It is important for each student to learn how to be successful and how to respond appropriately when everything does not go well.

My first priority is the safety of our students and staff. We have and will continue to refine safety initiatives and programs to provide a secure learning environment. This handbook serves as a guide for safety, student behavior, academics, & health just to name a few. There is also a multitude of other information about various topics of interest to parents and students.

Parents, we welcome your input and engagement in your child's education. You are an integral part of your child's continued success as they progress through the system and graduate to the next chapters of their lives. All students and parents are expected to review and become familiar with this handbook including the code of conduct and student dress code. Please feel free to contact your child's teachers and administrators with questions or concerns that you may have about this handbook or your child's progress.

I look forward to a great year!

Sincerely,

Gene Culpepper

Table of Contents

GENERAL INFORMATION

Beliefs	7
Authority of The Principal	7
School Hours, Arrival, And Dismissal	7
Transportation Changes	7
Debt Obligation/Financial Responsibility	7
Deliveries	8
Moment of Silence & Pledge to The Flag	8

BEHAVIOR AND EXPECTATIONS

Student Code of Conduct	8
Chronically Disruptive Students	10
Chronic Disciplinary Students	10
Definitions	11
Behavior Resolution/Dispositions	11
Positive Behavior Intervention & Supports (PBIS)	12
Rules	12
School Transportation/School Bus Infractions	20
Compulsory School Attendance (BOE Policy JB)	22
Make Up Work	23
Student Dress Code	24
Electronic Communication Devices	25

ACADEMICS

Student Registration, Enrollment & Withdrawal	26
Technology Acceptable Use Agreement	27
Promotion and Retention (BOE Policy IHE)	29
Graduation Requirements	30
Academic Honor Roll	31
Valedictorian & Salutatorian	32
Instructional Materials	32
Weighted Grades/Merit Points	32
Testing	33
School Sponsored Clubs and Organizations	33
Field Trips	33
Extra-Curricular Activities	34
Alternative Program	34

HEALTH, SAFETY, & NUTRITION

School Health Clinic..... 34

Medicines..... 34

School Insurance 35

School Nutrition Program..... 35

Health & Safety Courses 36

Communicable Diseases and Conditions 36

Emergency School Closures 36

LEGAL RIGHTS & NOTICES

Equal Education Opportunities (BOE Policy JAA)..... 36

Non-Discrimination Notice 38

Family Educational Rights & Privacy Act (FERPA) 38

Protection of Pupil Rights Amendment Notice (PPRA) 40

Reporting Inappropriate Employee Behavior..... 41

Section 504 42

Information Release..... 42

Searches..... 42

Parent Right to Know..... 43

SERVICES

Homelessness 43

Hospital Homebound Services 43

Title I School Wide Programs 43

Observations & Visits..... 44

Safety and Responsibility 45

School Calendar 49

Contact Information 50

BELIEFS

In Lanier County Schools, we believe

- Sound policies and procedures, systematic and continuous monitoring, evaluation, and feedback increases organizational effectiveness.
- The school system, students, parents, and the community at-large share the responsibility for ensuring an effective education program.
- A well-trained staff is essential for an effective education.
- A safe and supportive environment is essential for growth and success.
- All students should have access to highly effective instruction.

AUTHORITY OF THE PRINCIPAL

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 the Code of Conduct, the principal may undertake corrective measures which he or she believes to be in the best interest of the student and the school, provided any such action does not violate school board policy or procedures.

Any student or potential student whose presence would pose a danger to the people or the property at a school may be refused admittance or removed from class pending tribunal action by the superintendent, the superintendent's designee, or a school administrator.

SCHOOL HOURS, ARRIVAL, AND DISMISSAL

All schools begin at 7:50 a.m. with students being marked tardy who enter after this time. Students may enter each building at 7:30 a.m. The school cannot be responsible for children left at the school before 7:30 a.m. The Elementary School cafeteria is open for

breakfast from 7:30 a.m. to 7:50 a.m. The cafeteria stops serving breakfast at 7:50 a.m. Students that eat breakfast at school should be in the cafeteria before 7:50 a.m. The Middle and High School cafeteria is open for breakfast from 7:30 a.m. – 7:45 a.m.

All schools dismiss at 2:50 p.m. and students are expected to leave campus by 3:20 p.m. unless they are involved in a school-sponsored activity under the direct supervision of a teacher, coach, or administrator. Each school building will be locked at 4:30 p.m. daily with the office open from 7:30 a.m. to 4:30 p.m.

TRANSPORTATION CHANGES

For the safety of all children, phone messages, emails, fax, or text will not be accepted to change a student's means of transportation in the afternoons. Any change in a student's normal transportation from school must be submitted to the office in writing or in person by a parent or guardian. All written notes will be verified prior to approval. No change requests will be made after 2:30 p.m. If the student will be riding a different bus, the request must include the address where the student is to be let off the bus. Bus drivers will not transport students without a valid bus pass.

DEBT OBLIGATIONS/FINANCIAL RESPONSIBILITY

Students are responsible for any debts incurred while attending Lanier County Schools. These debts may include but are not limited to monies owed to the office, library, athletic department, clubs, or school board. Students must clear debts before receiving a locker, parking permit, report card, or diploma. Middle and high school students having outstanding debt will not be allowed to participate in extracurricular activities including graduation until all debts have been cleared.

DELIVERIES

Food and other deliveries for students are not allowed at school. Any exceptions must be approved by the Superintendent.

MOMENT OF SILENCE AND PLEDGE TO THE FLAG

Students, faculty, and staff will observe a moment of silence and recite the pledge to the flag during morning announcements each morning.



BEHAVIOR AND EXPECTATIONS

STUDENT CODE OF CONDUCT

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

behavior rules established at each school within the district.

The schools’ primary goals are to educate, not punish; however, when the behavior of an individual student comes in conflict with the rights of others, corrective actions may be necessary for the benefit of that individual and the school as a whole. Accordingly, students shall be governed by policies, regulations, and rules set forth in this Code of Conduct.

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

- At school or on school property at any time
- Off school grounds at any school activity, function, or event and while traveling to and from each event
- In vehicles provided for student transportation by the school system and any designated school bus stop

Students may also be disciplined for conduct off campus 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.

Parents are urged to become familiar with the Code of Conduct and to be supportive of it in their daily communication with their children and others in the community.

Parent involvement is the most desirable avenue for correcting behavioral problems and will be used when possible. Parent conferences may be used in conjunction with other forms of discipline. Parents shall be involved in periodic revisions of the Code of Student Conduct.

Further, the General Assembly of Georgia requires this code of conduct include language encouraging parents and guardians to inform their children of the consequences, including potential criminal penalties for

underage sexual conduct and other crimes for which a minor can be tried as an adult.

This Code of Student Conduct shall be available to each student and parent in the district, including newly enrolled students. Parents should sign an acknowledgement of the receipt of the code. This code shall be available online, and any updates will be posted online as soon as approved. A printed copy will be available at the beginning of each school year and thereafter upon request. Any online changes supersede printed copies.

Federal and state laws and regulations that are in conflict with this code or its application shall take precedence.

The rules listed in this policy apply to all Lanier County Schools. The dispositions listed are recommended maximums. More severe punishment may be necessary. Notwithstanding the recommended maximum dispositions, a principal, acting through and with the concurrence of the superintendent or superintendent's designee, may refer a student to a disciplinary tribunal for disciplinary action arising out of the violation of any of these rules. Upon such referral, and after proper notice and hearing, appropriate action may be taken.

The Lanier County Board of Education allows the use of corporal punishment. It may be used in lieu of suspension at the discretion of the administrator. See Board Policy JDA.

The handbook represents a progressive discipline process. Factors taken into account in determining dispositions include, but are not limited to:

- Student's History
- Degree of premeditation, impulse, or self-defense
- Age
- Disability
- Evidence

- Willingness to cooperate
- Seriousness of the offense

Because of these factors, punishment imposed may vary from student to student for the same offense.

Students accused of violating this code should be advised of the violation and given a reasonable opportunity to present their position.

School administrators have the authority to suspend or recommend students for expulsion for violation of reasonable rules or regulations. A student, while under suspension or expulsion, is not allowed to loiter on any Lanier County Board of Education property or take part in any school activity.

The system may assign to the alternative program, expel, or refuse admission to any student who engages or has engaged in behavior - either on or off campus - which could result in the student being criminally charged with a felony or misdemeanor 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.

If a student enrolls from another school system's alternative education program before the expiration of the placement, the placement will continue at the Lanier Alternative Program.

Students with disabilities suspended or expelled from regular transportation are not automatically assigned to a special education bus. Placement on special transportation, when extenuating circumstances are present, will be decided on an individual basis by the IEP committee.

As per O.C.G.A. 20-2-768, Lanier County Schools is authorized to refuse to readmit or enroll any student who has been suspended or expelled for being convicted of, being adjudicated to have committed, being

indicted for, or having information filed for the commission of any felony or any delinquent act which would be a felony if committed by an adult. If refused readmission or enrollment, the student or the student's parent or legal guardian has the right to request a hearing pursuant to the procedures provided for in Code Section 20-2-754

Major offenses including, but not limited to, drug and weapon offenses can lead to schools being named as an Unsafe School according to the provisions of State Board of Education Rule 160-4-8-.16 Unsafe School Choice Option.

CHRONICALLY DISRUPTIVE STUDENTS

A teacher shall have the authority, consistent with local board policy, to manage his or her classroom, discipline students, and refer a student to the principal or the principal's designee to maintain discipline in the classroom. The principal or the principal's designee shall respond when a student is referred by a teacher by employing appropriate discipline management techniques that are consistent with local board policy.

A teacher shall have the authority to remove from his or her class a student who repeatedly or substantially interferes with the teacher's ability to communicate effectively with the students in the class or with the ability of the student's classmates to learn, where the student's behavior is in violation of the student code of conduct, provided that the teacher has previously filed a report pursuant to Code Section 20-2-737 or determines that such behavior of the student poses an immediate threat to the safety of the student's classmates or the teacher. Each school principal shall fully support the authority of every teacher in his or her school to remove a student from the classroom under this code section. Each school principal shall implement the policies

and procedures of the superintendent and local board of education relating to the authority of every teacher to remove a student from the classroom and shall disseminate such policies and procedures to faculty, staff, and parents or guardians of students.

Lanier County Schools' procedures for dealing with chronically disruptive students are included in the district's behavior support process, the Multi-tiered System of Supports (MTSS). The Behavior plans may be included in the MTSS process. The Superintendent is authorized to develop procedures pursuant to OCGA 20-2-738, enabling a teacher to remove from class a student who repeatedly or substantially disrupts the class.

CHRONIC DISCIPLINARY STUDENTS

Parents will be contacted and a parent conference will be required to develop a disciplinary and behavioral correction plan when their child has been identified as a chronic disciplinary problem student OCGA 20-2-765. Students accumulating 10 days of ISS/OSS or 5 office referrals may be placed on probation (behavior contract) for chronic misbehavior. Behavior contracts may span multiple school terms or years.

Student Hearing Procedure

Students may be referred to a disciplinary tribunal hearing in certain instances. See BOE Policy JCEB: Student Hearing Procedure.

Discipline of Students with Disabilities

Students who have been identified as students with disabilities and are receiving special education under the provisions of the Individuals with Disabilities Act (IDEA) must be viewed differently in determining appropriate discipline. Before long-term suspension or expulsion may occur, it must first be determined whether the misconduct

of the students in issue is a manifestation of the student's disability. Disciplinary decisions for students with disabilities shall be made in accordance with IDEA, its implementing regulations and State Board of Education rules.

DEFINITIONS

Bus Suspension - The student is suspended from all school buses for a specified period of time by the local school administrator. The student is expected to attend school, but the parents are responsible for providing transportation to school.

Detention - Student attends a work/study session outside of regular school hours. Student makes arrangements for transportation.

Expulsion – Expelled from all public-school property and activities or events for a period of time. This action is taken only by tribunal waiver, or tribunal. The student may be expelled for an accumulation of offenses, as well as a major offense. During the term of expulsion, the student is not allowed on the school campus or at any school activity or school-sponsored event for Lanier County Schools or any other Georgia public school. Students may be expelled for a specific period of time or permanently.

In-School Detention – Student does classwork in the ISS room or other isolated location for specified periods of time. Teachers and/or administrators assign In-School Detention to students for minor classroom disruptions. Students are to complete their work for that class period while in detention.

In-School Suspension - The student is removed from regular classes for a specified period of time. Classwork assignments are sent to the student by the teachers. Students may attend after school practice but are not eligible to participate in or attend any school activity or school sponsored event for Lanier

County Schools during any day a student has served ISS.

Out-of-School-Suspension - The student is suspended out of school by the school administrator, or by a disciplinary tribunal. The student may be suspended for an accumulation of offenses, as well as a major offense. During the term of suspension, the student is not allowed on the school campus or at any school activity or school sponsored event for Lanier County Schools. Students will be allowed to make up work missed due to out-of-school suspension.

BEHAVIOR RESOLUTIONS/ DISPOSITIONS

Behavior Disposition/Resolution Codes

02 – Detention 2 or more days – State Reported
10 – Corporal Punishment – State Reported
20 – In-School-Suspension – State Reported
30 – Out-of-School Suspension – State Reported
40 – Expulsion – State Reported
50 – Suspended from Bus – State Reported
61 – Assigned to Alternative Program for Disruptive Students – State Reported
70 – Court or Juvenile System Referral – State Reported

Local Codes (Not State Reported)

151 – Clean-Up Duty
152 – Conference – Parent
153 – Conference – Student/Warning
154 – Detention 1 day
155 – Detention Saturday
156 – Isolation or Time-Out
157 – Parent Notified
158 – Parking Permit Revoked/Fine
159 – Refer to School Counselor
160 – Refer to Social Services
161 – Restitution
162 – Parent Conference Required Before Returning to Class
199 – Other Discipline Actions

Corporal Punishment may be administered in lieu of ISS or at the discretion of the principal. Corporal Punishment may be

administered unless a parent notice objecting to its use is on file at the time discipline is assigned. See BOE Policy JDA: Corporal Punishment.

**POSITIVE BEHAVIOR
INTERVENTION & SUPPORTS
(PBIS)**

PBIS is an evidence-based, data-driven decision-making framework for establishing the social culture and behavioral supports needed for a school to be an effective learning environment for all students and staff. Parent access may be obtained through the PBIS Rewards app. All Lanier County Schools participate in the Positive Behavioral Interventions and Supports (PBIS) program. Each school will send home information regarding their PBIS program and incentives.



RULES

The rules listed in this code of conduct apply to all Lanier County School students. The dispositions listed are recommendations. This list is not all-inclusive, and a student committing misconduct not covered by this policy will be subject to the discretionary authority of the administration. More severe punishment may be administered.

Rule 01: ALCOHOL – State reported

Violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of intoxicating alcoholic beverages or substances represented as alcohol. This includes possession, sale, use, transmission, manufacture, purchase, or being under the influence of any alcoholic beverage, or possessing related paraphernalia during a school activity, function, or event on or off school grounds or while under school supervision.

Up to 10 days suspension with possible referral to law enforcement; possible referral for alternative placement; possible referral to disciplinary tribunal hearing.

Rule 02: ARSON – State Reported

Unlawful and intentional damage or attempted damage to any real or personal property by fire or incendiary device. Possession of fireworks or incendiary devices will be reported as “Possession of Unapproved Items.” Use of such items is arson.

Up to ten (10) days suspension with possible referral to law enforcement; possible referral for alternative placement; possible referral to disciplinary tribunal hearing. Restitution will be made.

RULE 03: BATTERY – State Reported

Actual and intentional touching or striking of another person against his or her will or intentionally causing bodily harm to an individual. Includes an attack with a weapon or one that causes serious bodily harm to the victim. This code should be used only when the attack is very serious, serious enough to warrant calling the police or bringing in security, where the intent is to do bodily harm to someone. This rule includes violence against an employee

Up to ten (10) days suspension with possible referral to law enforcement; possible referral

for alternative placement; possible referral to disciplinary tribunal hearing.

(OCGA 20-2-751.6 (a))

Rule 04: BREAKING AND ENTERING/BURGLARY - State Reported

Unlawful entry into a building or other structure with the intent to commit a crime. This applies to school buildings or activities related to a school function.

Up to ten (10) days suspension with possible referral to law enforcement; possible referral for alternative placement; possible referral to disciplinary tribunal hearing.

Rule 05-L: TECHNOLOGY MISUSE - Lanier Reported

Inappropriate use of system technology devices without the intention of or the result of deleting, obstructing, interrupting, altering, damaging the computer network, program(s), accessing inappropriate materials, or data.

First/Subsequent Offenses - Consequences will be age appropriate.

Possible action consists of behavior dispositions and resolution codes 151 - 199.

Rule 05: COMPUTER TRESPASS - State Reported

Use of a school computer for anything other than instructional purposes or unauthorized use of a computer or computer network with the intention of deleting, obstructing, interrupting, altering, damaging, or in any way causing the malfunction of the computer, network, program(s) or data.

Up to ten (10) days suspension with possible referral to law enforcement; possible referral for alternative placement; possible referral to disciplinary tribunal hearing.

Rule 06-L: CLASSROOM/ON-CAMPUS DISRUPTION – Lanier Reported

Any student action that disrupts the normal flow of teacher/school directed activities.

First/Subsequent Offenses: – Consequences will be age appropriate. Possible action consists of behavior dispositions and resolutions codes 151– 199.

Rule 06: DISORDERLY CONDUCT - State Reported

Any act that substantially disrupts the orderly conduct of a school function, substantially disrupts the orderly learning environment, or poses a threat to the health, safety, and/or welfare of students, staff, or others. Includes disruptive behaviors on school buses and students videoing and/or posting anything inappropriate from or at school.

Up to ten (10) days suspension with possible referral to law enforcement; possible referral for alternative placement; possible referral to disciplinary tribunal hearing.

Rule 07: DRUGS, EXCEPT ALCOHOL AND TOBACCO – State Reported

Unlawful use, cultivation, manufacture, distribution, sale, purchase, possession, transportation, or importation of any controlled drug or narcotic substance, or equipment or devices used for preparing or using drugs or narcotics. Includes being under the influence of drugs or substances represented as drugs. Code includes over-the-counter medications if abused by the student. Includes Vapes, Juuls, Dab Pens or other devices containing THC or any of the above-mentioned substances. Also includes intentionally smelling or inhaling fumes from any substance (for example: glue, solvents) for the purpose of becoming intoxicated. Code does not include tobacco or alcohol.

Up to ten (10) days suspension with possible referral to law enforcement; possible referral for alternative placement; possible referral to disciplinary tribunal hearing.

Rule 08: FIGHTING – State Reported

Mutual participation in a fight involving physical violence where there is no one main offender and intent to harm. This does not include verbal confrontations, tussles, or other minor confrontations.

Up to ten (10) days suspension with possible referral to law enforcement; possible referral for alternative placement; possible referral to disciplinary tribunal hearing. More severe measures, including restitution for damages, immediate referral for expulsion, and/or notification of law enforcement officials, may be taken. Consequences for fighting are cumulative and carry over from year to year. Students involved in three or more fights while enrolled in grades 6-12 will spend a minimum of 1 semester in alternative school.

Rule 11L: THEFT – PETTY – Lanier Reported

Taking, carrying, leading, or riding away with property of another person of a value of less than \$25 without threat of violence and no law enforcement notification.

First/Subsequent Offenses: – Consequences will be age appropriate. Possible action consists of behavior dispositions and resolutions codes 151 - 199.

Rule 11: THEFT/LARCENY - State Reported

The unlawful taking, carrying, leading, or riding away of property of another person without threat, violence, or bodily harm with a value greater than \$25. This includes pocket-picking, purse or backpack- snatching if left unattended, theft from a building, theft from a motor vehicle, theft from a coin-operated machine, and all other types of larcenies. The Larceny / Theft code should be used only when theft is serious enough to warrant calling the police or bringing in security.

Up to ten (10) days suspension with possible referral to law enforcement; possible referral for alternative placement; possible referral to disciplinary tribunal hearing.

Rule 13: ROBBERY – State Reported

Taking, or attempting to take, anything of value that is owned by another person or organization, under confrontational circumstances by force or threat of force or violence and/or by putting the victim in fear.

Up to ten (10) days suspension with possible referral to law enforcement; possible referral for alternative placement; possible referral to disciplinary tribunal hearing.

Rule 14: SEXUAL BATTERY - State Reported

Unlawful sexual behavior or contact with force or threat of force or where the victim is incapable of giving consent. Age of the student should be considered. This code will be used only when the incident is severe enough to warrant calling in law enforcement.

Short or long-term suspension and referral to law enforcement officials; possible referral for alternative placement; possible referral to disciplinary tribunal hearing.

Rule 15: SEXUAL HARASSMENT - State Reported

Deliberate, repeated, and unsolicited physical actions, gestures, or verbal or written comments of a sexual nature when such conduct has the purpose or effect of interfering with a student's academic performance or creating an intimidating, hostile, or offensive learning environment. Includes any unwelcome sexually oriented communication or behavior that makes an individual feel afraid, offended, or uncomfortable.

Up to ten (10) days suspension with possible referral to law enforcement; possible referral

for alternative placement; possible referral to disciplinary tribunal hearing. Other disciplinary options may be used in extreme cases.

Rule 16: SEX OFFENSES – State Reported

Unlawful sexual behavior or contact without force or threat of force where the victim is capable of giving consent. Code includes indecent exposure and obscenity. Includes viewing or downloading pornographic content onto communication devices on school-owned or personal devices.

Up to ten (10) days suspension with possible referral to law enforcement; possible referral for alternative placement; possible referral to disciplinary tribunal hearing.

Rule 17: THREAT/INTIMIDATION - State Reported

Any threat through written or verbal language or act, which creates a fear of harm and/or conveys a serious expression of intent to harm or violence without displaying a weapon and without subjecting the victim to actual physical attack.

Up to ten (10) days suspension with possible referral to law enforcement; possible referral for alternative placement; possible referral to disciplinary tribunal hearing. More severe measures, including restitution for damages, immediate referral for expulsion, and/or notification of law enforcement officials, may be taken.

Rule 18: TOBACCO – State Reported

Possession, use, distribution, or sale of tobacco, tobacco substitutes, or tobacco like products, or paraphernalia on school grounds, at school sponsored events, and on transportation to or from school. Students who are under school supervision (club meetings, field trips, club trips/activities, sports activities, etc.) shall not use or possess tobacco in any form.

Up to ten (10) days suspension with possible referral to law enforcement; possible referral for alternative placement; possible referral to disciplinary tribunal hearing.

Tobacco/Drug/Weapon Free Campuses

Tobacco, drugs, and weapons are prohibited at all Lanier County Schools' facilities.

Rule 19: TRESPASSING – State Reported

Entering or remaining on a public school campus or School Board facility without authorization or invitation and with no lawful purpose for entry. This includes students under suspension or expulsion.

Up to ten (10) days suspension with possible referral to law enforcement; possible referral for alternative placement; possible referral to disciplinary tribunal hearing.

Rule 20: VANDALISM – State Reported

The willful and/or malicious destruction, damage, or defacement of public or private property, real or personal, without the consent of the owner or the person having custody or control of it.

Up to ten (10) days suspension with possible referral to law enforcement; possible referral for alternative placement; possible referral to disciplinary tribunal hearing. Appropriate restitution will be made for all damages and costs related to repairs. More severe measures, including immediate referral for expulsion, and/or notification of law enforcement officials, may be taken.

Rule 22: WEAPONS/KNIFE - State Reported

The possession, use, or intention to use any type of knife, including a pocket or penknife, to inflict harm on another person, or to intimidate any person.

Up to ten (10) days suspension with possible referral to law enforcement; possible referral

for alternative placement; possible referral to disciplinary tribunal hearing.

Rule 23: WEAPONS/OTHER - State Reported

The possession, use, or intention to use any instrument or object that is used or intended to be used in a manner that may inflict bodily harm (does not include knives or firearms). Includes but is not limited to razor blades, straightedge razors, brass knuckles, blackjacks, bats, clubs, nun chucks, throwing stars, stun guns, tasers, etc.

Up to ten (10) days suspension with possible referral to law enforcement; possible referral for alternative placement; possible referral to disciplinary tribunal hearing.

Rule 24: OTHER INCIDENT FOR A STATE-REPORTED DISCIPLINE ACTION- State reported

Any other discipline incident for which a student is administered corporal punishment, detention, in-school or out-of-school suspension, expelled, suspended for riding the bus, assigned to an alternative school, referred to court or juvenile system authorities, or removed from class at the teacher's request.

Up to ten (10) days suspension with possible referral to law enforcement; possible referral for alternative placement; possible referral to disciplinary tribunal hearing.

Rule 25: WEAPONS/HANDGUNS - State Reported

Possession of a firearm that has a short stock and is designed to be held and fired by the use of a single hand; and any combination of parts from which a firearm described above can be assembled. This definition does not apply to items such as toy guns, cap guns, bb guns, and pellet guns.

All Offenses - Any student who is determined to have brought a firearm to

school shall be referred to law enforcement and recommended to tribunal for expulsion from school for not less than one year, subject to modification on a case-by-case basis by the Board of Education. If the student is allowed to return after expulsion, his/her placement may be at the alternative program.

Rule 26: WEAPONS/RIFLES/SHOTGUN - State Reported

The term "rifle" means a weapon designed or redesigned, made or remade, and intended to be fired from the shoulder and designed or redesigned and made or remade to use the energy of an explosive to fire only a single projectile through a rifled bore for each single pull of the trigger. The term "shotgun" means a weapon designed or redesigned, made or remade, and intended to be fired from the shoulder and designed or redesigned and made or remade to use the energy of an explosive to fire through a smooth bore either a number of ball shot or a single projectile for each single pull of the trigger.

All Offenses - Any student who is determined to have brought a firearm to school shall be referred to law enforcement and recommended to tribunal for expulsion from school for not less than one year, subject to modification on a case-by-case basis by the Board of Education. If the student is allowed to return after expulsion, his/her placement will be at the alternative program.

Rule 27: SERIOUS BODILY INJURY - State Reported

Bodily injury which involves a substantial risk of death, protracted and obvious disfigurement; or protracted loss or impairment of the function of a bodily member, organ, or mental faculty.

Any behavior that dismembers, disfigures, causes permanent loss of a limb or function

of an organ and causes substantial risk of death.

Suspended for 10 days, referral to law enforcement officials and referral to disciplinary tribunal hearing.

Rule 28: WEAPONS/OTHER FIREARMS - State Reported

Firearms other than handguns, rifles, or shotguns as defined above. Includes any weapon which will or is designed to or may readily be converted to expel a projectile by the action of any explosive; the frame or receiver of any weapon described above; any firearm muffler or firearm silencer; any destructive device, which includes any explosive, incendiary, or poison gas (i.e. bomb, grenade, rocket having a propellant charge more than 4 ounces, missile having an explosive or incendiary charge of more than ¼ ounce, mine, or similar device); any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than ½ inch in diameter; any combination or parts either designed or intended for use in converting any device into any destructive device described above, and from which a destructive device may be readily assembled. (NOTE: This does not include toy guns, cap guns, bb guns, pellet guns, or Class-C common fireworks).

Suspended for 10 days, referral to law enforcement officials and referral to disciplinary tribunal hearing.

Rule 29: BULLYING – State Reported

See Policy JCDAG

Pattern of behavior, which may include written, verbal, physical acts, or through a computer, computer system, computer network, or other electronic technology occurring on school property, on school vehicles, at designated school bus stops, or at school related functions that is so severe,

persistent, or pervasive so as to have the effect of substantially interfering with a student's education, threatening the educational environment, or causing substantial physical harm or visibly bodily harm.

Includes but is not limited to a pattern of unwanted teasing, threats, name-calling, intimidation, harassment, humiliation, hazing, physical attacks, extortion, social exclusion, coercion, spreading of rumors or falsehoods, gossip, stalking, or using any type of electronic means to harass or intimidate.

Up to ten (10) days suspension with possible referral to law enforcement; possible referral for alternative placement; possible referral to disciplinary tribunal hearing.

More severe punishment may be necessary in some cases.

Rule 30-L: ATTENDANCE RELATED – Lanier Reported

Attendance issues of a minor nature including unexcused tardiness to school or class, being in areas designated in the student handbook and/or by school officials as being off limits, failure to be in an assigned place of instruction at the assigned time without a valid excuse, and/or urging others to violate this rule.

First/Subsequent Offenses: – Consequences will be age appropriate. Possible action consists of behavior dispositions and resolutions codes 151 – 199.

Rule 30: ATTENDANCE RELATED - State Reported

Repeated or excessive unexcused absences or tardies; including failure to report to class, skipping class, leaving school without authorization, out of assigned area, or failure to comply with disciplinary sanctions.

Possible action includes dispositions 151-199, detention, corporal punishment, up to 10 days suspension, bus suspension, referral to disciplinary tribunal, or referral to alternative program.

Rule 31-L: DRESS CODE VIOLATIONS
- Lanier Reported

Minor violations of the Student Dress Code as outlined in the student handbook.

First/Subsequent Offenses: – Consequences will be age appropriate. Possible action consists of behavior dispositions and resolutions codes 151 – 199.

Rule 31: DRESS CODE VIOLATIONS
- State Reported

Violation of school dress code that includes standards for appropriate school attire.

Consequences will be age appropriate. Possible action includes dispositions 151-199, detention, corporal punishment, up to 10 days suspension, bus suspension, referral to disciplinary tribunal, or referral to alternative program.

Rule 32-L: ACADEMIC DISHONESTY: CHEATING – Lanier Reported

Obtaining or providing unauthorized assistance on school assignments that affords one an unfair advantage of a minor nature.

First Offense: - Redo the assignment; further action at administrator discretion.

Subsequent Offenses: –Consequences will be age appropriate. Possible action consists of behavior dispositions and resolutions codes 151 – 199.

Rule 32: ACADEMIC DISHONESTY - State Reported

Receiving or providing unauthorized assistance on classroom projects, assignments or exams.

First/Subsequent Offenses: - Up to ten (10) days suspension, redo assignment with maximum lower grade, alternative assignment, and possible grade of 0.

Rule 33-L: STUDENT INCIVILITY - Lanier Reported

Failure to comply with reasonable directions of a Lanier County Schools employee when on the school grounds or during a school activity off school grounds. This can include cursing, talking back, intentionally arguing in a demanding or disruptive manner, or otherwise showing disrespect for any persons present at school or school related functions. Violations include harassing, intimidating with words or actions, and verbally abusing others. This includes verbal non-violent confrontation, willful disobedience, and disrespectful behavior.

First/Subsequent Offenses: – Consequences will be age appropriate. Possible action consists of behavior dispositions and resolutions codes 151 – 199.

Rule 33: STUDENT INCIVILITY - State Reported

Insubordination or disrespect to staff members or other students; includes but is not limited to refusal to follow school staff member instructions, use of vulgar or inappropriate language, and misrepresentation of the truth.

Possible action includes dispositions 151-199, detention, corporal punishment, up to 10 days suspension, bus suspension, referral to disciplinary tribunal, or referral to alternative program.

Rule 34-L: POSSESSION OF UNAPPROVED ITEMS: DISTRACTING PARAPHERNALIA - Lanier Reported

Distracting paraphernalia not specifically required by a teacher for educational uses. These will be confiscated and may not be returned.

Consequences will be age appropriate. Possible action consists of behavior dispositions and resolutions codes 151 – 199.

Rule 34: POSSESSION OF UNAPPROVED ITEMS – State Reported

The possession or use of any unauthorized item disruptive to the school environment.

Action must be State Reported Disposition – Includes Detention two (2) Days, Corporal Punishment, up to 10 days suspension Bus Suspension, Referral to Alt School, Referral to Disciplinary Tribunal or Referral to Court

Rule 35: GANG RELATED – State Reported

Any group of three or more students with a common name or common identifying signs, symbols, tattoos, graffiti, or attire which engage in school disruptive behavior. The solicitation of others for gang membership, the defacing of school or personal property with gang related symbols or slogans, threatening or intimidating on behalf of a gang, or the requirement of payment for protection or insurance through a gang. Includes wearing or possessing gang related apparel or communicating verbally/nonverbally to convey membership or affiliation with a gang.

Up to ten (10) days suspension; referral to law enforcement; possible referral for alternative placement; possible referral to disciplinary tribunal hearing.

Rule 36: REPEATED OFFENSES - State Reported

Collection of offenses that occur on multiple school days that may lead to a state reportable disciplinary action.

Disposition at administrator discretion up to and including alternative placement.

Rule 42: ELECTRONIC SMOKING DEVICE – State Reported

Any device used to deliver nicotine or any other substance intended for human consumption that may be used by a person to simulate smoking through inhalation of vapor or aerosol from the device.

Up to ten (10) days suspension with possible referral to law enforcement; possible referral for alternative placement; possible referral to disciplinary tribunal hearing.

Rule 44: VIOLENCE AGAINST A TEACHER- State Reported

Intentional physical attack against a teacher with the intent to cause bodily harm resulting in severe injuries or any physical attack against a teacher. Violence against other school personnel should be reported as Battery (03).

Up to ten (10) days suspension with possible referral to law enforcement; possible referral for alternative placement; possible referral to disciplinary tribunal hearing.

Rule 104-L: FORGERY – Lanier Reported

Presenting false or altered documents. Examples include, but are not limited to, notes from teachers, parents, or doctors, office notes, report cards, deficiency notes, hall passes, absentee excuse forms, progress reports, or other school forms. Taking or possessing hall passes, absentee excuse forms, or other school forms without permission is considered forgery.

Consequences will be age appropriate. Possible action consists of behavior dispositions and resolutions codes 151 – 199. More severe acts may require restitution for damages, up to 10 days suspension, referral to disciplinary tribunal, expulsion, and/or referral to law enforcement officials.

Rule 105-L: GAMBLING – Lanier Reported

Playing any game of skill or chance for money or anything of value on school property or at a school function.

Consequences may include restitution for damages, referral to law enforcement, up to 10 days suspension and referral to disciplinary tribunal.

Rule 106-L: GIVING FALSE INFORMATION – Lanier Reported

Refuse to identify himself/herself or give false identity or information upon request of any teacher, principal, superintendent, school bus driver, or other authorized school personnel. If an ID card is issued, it must be shown to school officials when requested. Includes falsifying, misrepresenting, omitting, or erroneously reporting information about instances of alleged inappropriate behavior by an employee toward a student.

Consequences will be age appropriate. Possible action consists of behavior dispositions and resolutions codes 151 – 199.

More severe measures, including restitution for damages, immediate referral for expulsion, and/or notification of law enforcement officials, may be taken.

Rule 107-L: FOOD AND LITTERING – Lanier Reported

Good behavior and cleanliness, including returning trays and utensils to service area and placing trash in containers provided, is expected in the dining area. Students shall eat in designated areas. The use of food items or chewing gum in the halls or classroom is not allowed unless approved by the administration or under the direct supervision of a teacher in food preparation. Littering will not be tolerated.

First/Subsequent Offenses: Consequences will be age appropriate. Possible action consists of behavior dispositions and resolutions codes 151 – 199.

Rule 109: PARKING AND TRAFFIC VIOLATIONS – Lanier Reported

All vehicles on campus must have a valid decal that is visibly hung from the rearview mirror. A new decal must be purchased each school year that you are a student at LCHS and drive on campus. Students below grade nine are prohibited from driving on campus. Students must have a valid driver's license to obtain a permit and drive on campus. Students will be fined and parking permits may be revoked for the following violations:

- Driving too fast for conditions, reckless driving, and improper parking.
- Parking in teachers' or honors' parking spaces.
- Parking without a decal.
- Behaving in any manner that could cause accident or injury.
- Loaning, sharing, or giving permits to other students.

1st Offense: \$25 fine and/or possible permanent loss of parking privileges

2nd Offense: \$30 fine and/or possible permanent loss of parking privileges

3rd Offense: \$35 fine and/or possible permanent loss of parking privileges

Vehicles may be towed away at owner's expense and law enforcement may be notified as deemed necessary.

SCHOOL TRANSPORTATION/ SCHOOL BUS INFRACTIONS

Lanier School bus riding is a privilege that may be limited or revoked by school officials. All students shall conform to bus rules and guidelines. The following mandatory bus dispositions shall be imposed. Suspension of transportation privileges includes regular transportation to and from school. Transportation privileges for field trips, athletic events, club events, competitions, and other extracurricular

activities may be suspended at the discretion of the principal and/or superintendent.

Riding a bus to/from school while serving a bus suspension will result in the doubling of the number of days of the original suspension.

*ROY – Remainder of the School Year

Suspended from Riding the Bus.

Level 1 – Misbehaviors that warrant referral procedures

List includes but is not limited to:

- Refusing to obey driver
- Throwing items on, around, or off the bus
- Improper boarding or exiting procedures
- Pushing, tripping, horse playing with other students
- Standing in the aisles
- Hanging out the windows
- Eating/chewing/drinking on the bus
- Making unnecessary/extremely loud noise(S)
- Tampering with bus equipment
- Displaying rude, discourteous, or annoying conduct
- Other sexual misconduct
- Profanity/offensive languages/gestures
- Use of any electronic device during the operation of the bus that may disrupt the driver

Consequences for Level 1 Offenses:

1st Offense: Driver documents and verbally warns student

2nd Offense: Driver documents and administrator conferences with student and contacts parent by phone or letter

3rd and Subsequent Offenses-Bus Suspension as Follows:

Offense	PK-5 th Grade	6 th -12 th Grade
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3 rd Offense	1-3 Days	5 Days
4 th Offense	5 Days	10 Days
5 th Offense	10 Days	15 Days
6 th Offense	15 Days	ROY*
7 th Offense	ROY*	

Level 2 – Misbehaviors that warrant immediate bus suspension

List includes but is not limited to:

- Severe profanity/offensive language/gestures
- Possession or use of Tobacco or Electronic Smoking Devices
- Vandalism of property
- Sexual Harassment
- Bullying/threatening/intimidating
- Any other action that poses an immediate or direct threat to the safe operation of the bus including, but not limited to, using mirrors, lasers, flash cameras, or any other lights or reflective devices, or throwing any items in a manner that might interfere with the school bus driver's operation of the school bus
- Any action that requires a student's removal from a bus by a school employee or by law enforcement officer will be considered a Level 2 Offense.

*ROY = Remainder of the Year

Consequences for Level 2 Offenses:

Offense	PK-5 th Grade	6 th -12 th Grade
1 st Offense	5 Days	10 Days
2 nd Offense	10 Days	15 Days
3 rd Offense	15 Days	ROY*
4 th Offense	ROY*	

Level 3 – Misbehaviors that are criminal law offenses included but not limited to:

- Sexual Battery and offenses
- Assault/battery against employee
- Assault/battery against student
- Possession or use of alcohol
- Possession or use of drugs
- Possession or use of weapons
- Bomb Threats

- Other criminal law violations

Consequences for Level 3 Offenses:
Automatic bus suspension indefinitely.

Students in grades 6-12 accumulating any combination of 4 (level 1 and 2) referrals will be removed for the ROY.
Students in grades K-5 accumulating any combination of 5 (level 1 and 2) referrals will be removed for the ROY.

COMPULSORY SCHOOL ATTENDANCE (BOE POLICY JB)

All children who are between their sixth and sixteenth birthdays and who reside in the Lanier County School District shall enter school on the opening date and attend regularly thereafter or be enrolled in a private school or home-study program which meets the requirements of state law. This requirement also applies to pre-kindergarten students enrolled in the Lanier County School District, who are expected to attend regularly once enrolled.

Lawful Absences

Children may be temporarily excused from school who are: (1) personally ill and whose attendance in school would endanger their health or the health of others; (2) in whose immediate family there is a serious illness or death which would reasonably necessitate absence from school; (3) on special and recognized religious holidays observed by their faith; (4) serving as pages of the General Assembly during the school year. (Pages shall be credited as present by the school in which enrolled); (5) registering to vote or voting for a period not to exceed one day; or when; (6) conditions render school attendance impossible or hazardous to the student's health or safety; (7) mandated by order of governmental agencies, including pre-induction physical examinations for services in the armed forces and court orders; (8) have a parent or legal guardian in the military service and such parent or legal

guardian has been called to duty for or is on leave from overseas deployment to a combat zone or combat supporting post up to a maximum of five school days or, (9) other absences not specifically defined in this policy but deemed to have merit based on circumstances as determined by the principal; (10) students in foster care are counted present when attending proceedings related to their foster care; or (11) students who participate in an activity or program sponsored by 4-H shall be counted present in the same manner as an educational field trip. Participation in a program or activity sponsored by 4-H shall not be counted as an absence, either excused or unexcused, for any day, portion of a day, or days missed from school.

Unlawful Absences

Any absences which are not permitted under the compulsory school attendance law and by policies and regulations of the school system Board of Education will be considered unlawful and therefore unexcused. Parent notes will be accepted for student absences and tardies before they are considered unexcused for no more than 5 days per school year. Tardies and early dismissals will be calculated for each class. Students who leave a class early or who are tardy to a class risk missing the acceptable number of days in classes missed. If a student misses more than half of a class period, the student will be counted as absent for that class period.

The following consequences will apply for all unexcused absences:

NOTE: For school attendance purposes, students shall be counted absent when they miss more than one-half of the instructional day (PK-12) or more than half of a class period (6-12).

Unexcused Absences
1 day- automatic phone call out
3 days-Parent contact by a school designee and notified in writing with board policy attached
5 days-Visit by SRO and notified in writing with board policy attached and next steps by certified mail, return receipt requested
6 days--Referral to Juvenile Court/DJJ/DFCS

NOTE: Students are considered tardy if they arrive to class after the scheduled starting time. An unexcused late check-in or early check-out is defined as any time a student arrives late to school or leaves school early for a reason other than those defined as an excused absence.

Tardies, Late Check-ins and Early Checkouts

If a student accumulates five (5) or more unexcused tardies, late check-ins and/or early checkouts, a school administrator and/or designee will contact the student's parent/legal guardian.

If a student accumulates seven (7) or more unexcused tardies, late check-ins and/or early checkouts, a school administrator and/or designee will contact the student's parent/guardian advising them of the number of tardies, late check-ins and early checkouts attributed to their child and the school's concern.

Upon accumulating ten (10) or more unexcused tardies, late check-ins and/or early checkouts, a school administrator and/or designee will make the appropriate referral to the school social worker or district designee to insure and document the parent/guardian has been contacted regarding the school's concern. A referral may also be made to the Juvenile Court, DJJ and/or DFCS.

Withdrawing Students

Local schools are authorized to withdraw a student who:

1. Has missed more than 10 consecutive days of unexcused absences;
2. Is not subject to the compulsory school attendance
3. Is not receiving instructional services from the local system through hospital homebound program or instructional services required by the federal Individual Disabilities Education Act (IDEA).
4. A sixteen or seventeen-year-old student who wishes to withdraw from school must have written permission from a parent or guardian prior to withdrawing. Prior to accepting such permission, the principal or designee will make a reasonable attempt to hold a conference with the student and/or parents to explain the educational options available and the consequences of not receiving a high school diploma. The superintendent or designee shall use their best efforts to notify the parent, guardian, or other person who has charge of a student if the school plans to withdraw such student who is younger than 18 years of age and is not subject to compulsory school attendance.

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

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

MAKE UP WORK

Students who have an excused absence will be allowed five (5) days from the day they return to school to make up work. It is the responsibility of the student to check with teachers about make-up work.

Students with an unexcused absence will not be allowed to make up work, unless approved by the principal prior to the unexcused absence.

Students will be allowed to make up work missed due to out-of-school suspension.

STUDENT DRESS CODE

In order to maintain an appropriate climate for learning, the following dress code has been established for Lanier County Schools. On a case-by-case basis, administrators or designee may ban items that disrupt the learning environment. Teachers may refer any student whose appearance causes distractions to the learning environment to an administrator for corrective or disciplinary action.

- Clothing, hairstyle and color, jewelry, piercings, tattoos, including temporary tattoos, body carvings, face paintings, or hand-carried items may not distract from the normal learning environment of any Lanier County School. Animal ears and tails are not allowed to be worn at school.
- Jewelry, clothing, or any article that can be used as a weapon may not be brought onto Lanier County School property.
- Clothing articles designed to cover the body may not be constructed of see-through materials such as mesh, net, sheer, clear plastic, or 'cut-out' materials unless worn over an acceptable garment.
- Belts, buttons, zippers, suspenders, snaps or other similar items will be fastened appropriately. Holes or rips in clothing above the knee must not expose the body. Discretion will be used by administration or designee when holes are formed by accident.
- Clothing, shoes and jewelry worn during P.E. or other extra-curricular

activities must be appropriate and will be at the discretion of the teacher.

- Hair curlers, combs, and bonnets will not be worn in/on the hair.
- Head coverings (e.g. hats, caps, scarves, sweatbands, or hoods affixed to other articles of clothing), gloves, and sunglasses will not be worn on campus during the school day.
- All items worn or carried will not include any written or pictorial messages that promote the use of alcohol, tobacco, illegal drugs, or any other illegal product/activity and must not contain any derogatory racial, religious, sexual, ethnic implications or any obscene language.
- Outer clothing which resembles sleepwear or underwear, pajama-type pants or bedroom shoes or slippers will not be permitted. Blankets and pillows are not allowed at school.
- No bandanas of any color are allowed on Lanier County School property.

Pants, Skirts, Dresses, Jumpers, and Shorts

- These items must not be overly tight, extremely loose, or extend past the sole of the shoe.
- Pants, shorts, and skirts must be worn at the natural waist. These items must be an appropriate size at the waist. The outer garment must cover the buttocks entirely.
- Shorts and skirts must be a modest length, with the guideline being no shorter than 3 inches above the knee cap when the student is standing straight up. Any open pleats, vents, or slits must also be no more than three inches above the knee.
- Clothing with rips or holes above the knee must not expose the body.
- Tights and similar items may only be worn under pants, skirts, shorts, dresses, and jumpers that meet the dress code requirement.

- Biker shorts, cut offs, and spandex are not permitted.

Leggings

- Loose-fitting shirts that cover the entire buttocks may be worn with leggings.
- In addition to loose-fitting shirts that cover the entire buttocks, leggings may also be worn under pants, skirts, shorts, dresses, and jumpers that meet the dress code requirement of Lanier County Schools.

Shirts, Sweaters, and Vests

- These items must be of the appropriate length not to expose the midriff area and back area during the course of normal daily activities (walking, standing, sitting and raising arms).
- Tank tops, spaghetti straps, tube tops, halter-tops, and similar tops are not allowed.
- These items must not excessively expose breast/chest areas or undergarments.
- The necklines should be appropriately modest, no lower than two inches below the top of the sternum (breastbone), with no part of the breast/chest area visible.

Shoes

- Must be worn at all times.
- Cleats, taps, spurs, wheels, or other unnecessary objects will not be affixed to shoes.
- All shoes with laces must be laced and tied or tucked.
- All buckles or Velcro must be fastened.

Discretionary Statement: The administration has the authority to interpret the dress code and make a case-by-case determination for appropriateness of dress and appearance, which is or is not covered in these dress code standards. Administrators may make occasional, school-wide

exceptions to these standards for such events as “hat days” or “spirit days.”

ELECTRONIC COMMUNICATION DEVICES

Electronic communication devices include, but are not limited to, personal cell phones, smart phones, tablets, laptops, smart watches, voice recorders, etc.

Students in Grades K-8

All electronic communication devices, as defined above, should be turned off and locked in a designated cabinet upon entering the student’s homeroom classroom at the beginning of each school day. Students will have a scheduled time prior to dismissal to retrieve their device(s). If a student is checked out or has early dismissal, they will be permitted to retrieve their device(s) in their homeroom class prior to leaving the school.

Students in Grades 9-12

All electronic communication devices, as defined above, should be turned off and locked in a designated cabinet upon entering each classroom during the school day. Students will have a scheduled time prior to the end of each class period to retrieve their device(s). If a student is checked out or has early dismissal, they will be permitted to retrieve their device(s) in their class prior to leaving the school.

Any student in grades K-12 found in violation of the electronic communication device policy will have the device confiscated and turned over to school administration.

- 1st offense - Device will be taken from the student and turned over to an administrator. Efforts will be made to contact the student’s parents/guardians. The student will be asked to sign a form indicating that they understand the

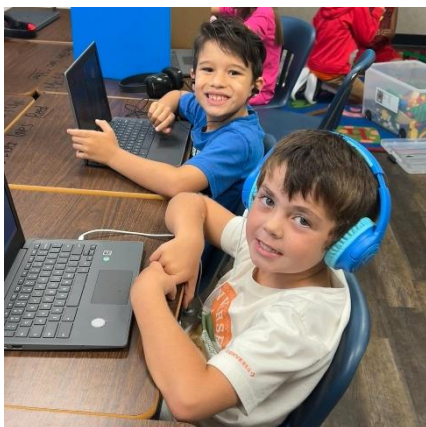
consequences for future violations of the electronic communication device policy. The student may pick up the device in the front office after dismissal or school, and they will be required to sign for the device when they receive it.

- 2nd offense - Device will be taken from the student and turned over to an administrator. Efforts will be made to contact the student's parents/guardians. The student's parent/guardian may pick up the student's device in the front office. The student will not be allowed to pick up the device.
- Subsequent offenses - The penalty for the 3rd offense will result in an automatic office referral for possession of unapproved items (Rule 34). These consequences include, but are not limited to, in-school suspension and/or out-of-school suspension.

Any threatening, harassing, inappropriate exposure, or cyberbullying act towards another student by an electronic communication device which causes disruption of school will result in suspension of bringing a device on campus for the remainder of the school year.

Refusing to Give Electronic Communication Device to a Teacher/Administrator:

Any student that refuses to relinquish their device to a teacher or an administrator will receive an automatic referral for student incivility (Rule 33).



ACADEMICS

STUDENT REGISTRATION, ENROLLMENT, & WITHDRAWAL

All students new to Lanier County Schools will register online.

If a student enrolls from another school system's alternative education program before the expiration of the placement, the placement will continue at the Lanier Alternative Program. Students returning from adjudicated incarceration to Lanier County Schools will, at a minimum, be assigned to the alternative program.

As per O.C.G.A. 20-2-768, Lanier County Schools is authorized to refuse to enroll any student who has been suspended or expelled for being convicted of, being adjudicated to have committed, being indicted for, or having information filed for the commission of any felony or any delinquent act which would be a felony if committed by an adult.

Transfer Students

Students in grades 6 through 12 transferring into Lanier County Schools will not be enrolled until all records including disciplinary records are received and evaluated. The administration reserves the right to place students with chronic

discipline issues into Lanier County's alternative education program until such time as appropriate behavior has been exhibited and the principal deems placement into the traditional classroom setting is appropriate. The alternative setting may be ISS or Alternative School at the Principal's discretion.

Any out-of-system student must be eligible to attend school in his or her home system at the time of application to enroll in the schools of Lanier County.

Out-of-system students may remain enrolled in the Lanier County Schools only if their behavior, academic performance, and/or attendance is exemplary.

TECHNOLOGY ACCEPTABLE USE AGREEMENT

It is the belief of the Lanier County Board of Education that the use of technology for the purpose of information acquisition, retrieval, manipulation, distribution and storage is an important part of preparing children to live in the 21st century. The Board further believes that a "technology rich" classroom can significantly enhance both the teaching and learning process. This technology includes computer hardware, software, local and wide area networks and access to the Internet. Due to the complex nature of these systems and the magnitude of information available via the Internet, the Lanier County Board of Education believes guidelines regarding acceptable use are warranted in order to serve the educational needs of students.

It shall be the policy of the Lanier County Board of Education that the school system shall have in continuous operation, with respect to any computers belonging to the school having access to the Internet:

1. A qualifying "technology protection measure," as that term is defined in Section 1703(b) (1) of the Children's Internet Protection Act of 2000; and
2. Procedures or guidelines developed by the superintendent, administrators and/or other appropriate personnel which provide for monitoring the online activities of users and the use of the chosen technology protection measure to protect against access through such computers to visual depictions that are (i) obscene, (ii) child pornography, or (iii) harmful to minors, as those terms are defined in Section 1703(b) (1) and (2) of the Children's Internet Protection Act of 2000. Such procedures or guidelines shall be designed to:
 - a. Provide for monitoring the online activities of users to prevent, to the extent practicable, access by minors to inappropriate matter on the Internet and the World Wide Web;
 - b. Promote the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;
 - c. Prevent unauthorized access, including so-called "hacking," and other unauthorized activities by minors online; and
 - d. Prevent the unauthorized disclosure, use and dissemination of personal identification information regarding minors; and restrict minors' access to materials "harmful to minors," as that term is defined in Section 1703(b) (2) of the Children's Internet Protection Act of 2000.

Students are responsible for good behavior on school computer networks and the Internet just as they are in a classroom, a school hallway, or other school property. Communications on the network and Internet are often public in nature. General school rules for behavior and communications apply. The network and Internet are provided for students to conduct research and communicate with others. Access to network services and the Internet will be provided to students who agree to act in a considerate

and responsible manner. Access is a privilege, not a right. Access entails responsibility.

Technology has become an important teaching tool and is available throughout the school environment.

Restriction of technology access limits a student's ability to access valuable and important information. Lanier County Schools provides technology/internet access to all students.

To ensure proper use of technology resources, staff will provide developmentally appropriate guidance to students as they make use of telecommunications and electronic information resources to conduct research and other studies related to the school curriculum. All students will be informed by staff of their rights and responsibilities as users of any district network and the Internet prior to gaining access to that network, either as an individual user or as a member of a class or group. Technology should be used to achieve educational goals and implement school curriculum. School technology resources should not be used for non-educational activities.

Students may pursue electronic research on the Internet only if they have been granted parental permission and have submitted all required forms. Permission is not transferable and may not be shared. Parents may revoke their child's access at any time by notifying the school in writing.

I. TECHNOLOGY USE RULES

Individual users of the district networks and the Internet are responsible for their behavior and communications over those networks. It is presumed that users will comply with district standards.

Data storage areas may be treated like school lockers. Administrators may review files and communications to maintain system integrity

and insure that users are using the system responsibly. Users should not expect that files stored on district servers will always be private.

During school, teachers of younger students will guide them toward appropriate materials. Lanier County Schools employs an Internet filtering program that will screen and filter the majority of obscene material. Outside of school, families bear responsibility for such guidance, as they must also exercise with information sources such as television telephones, movies, radio and other potentially offensive media.

Students may publish work on the Lanier County Schools web site using first name only with permission from the parent or guardian if the student is under 18 years of age. (Ref.: Student Permission to Publish on the Internet, Student Code of Conduct)

Students using school technology resources (networks and the Internet) shall not:

- Send, download, display or distribute offensive messages or pictures, including but not limited to, pornography, racist materials, vulgar jokes/cartoons, anti-religious propaganda, and ethnic insults;
- Send, download, display or distribute information that advocates violence and/or destruction of property or other violations of legal statutes;
- Use obscene language;
- Harass, insult or attack others;
- Use technology resources for non-educational purposes;
- Damage computers, computer systems or computer networks;
- Engage in practices that threaten the network (e.g. loading files that may introduce a virus, destroying data, etc.);
- Violate copyright laws;
- Use others' passwords;
- Trespass in others' folders, work or files;

- Intentionally waste limited resources (e.g. paper, disk space, etc.);
- Employ the network for commercial purposes;
- Promote any religion or religious institution;
- Assist a public campaign for election of any person to any office (excluding school elections); or
- Engage in any other such behaviors as may violate existing school and Board policies.

3.3 Consequences

- Violations may result in a loss of access; or
- Additional disciplinary action for students may be determined at the building level in line with the chart of progressive disciplinary procedures as adopted by the Lanier County Board of Education.

Disclaimer of Liability:

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

Monitored Use:

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

PROMOTION & RETENTION (BOE POLICY IHE)

The Lanier County Board of Education bases the placement or promotion of a student into a grade, class or program on an assessment of the academic achievement of the student and a determination of the education setting in which the student is most likely to receive instruction, and other services needed in order to succeed and progress to the next higher level of academic achievement.

Definitions

Placement - the assignment of a student to a specific grade level based on the determination that such placement will most likely provide the student with instruction and other services needed to succeed and progress to the next higher level of academic achievement.

Placement committee – the committee established by the local school principal or designee to make placement decisions concerning a student who does not meet promotion requirements. This committee shall be comprised of the principal or designee, the student's parent or guardian, and the teacher.

Promotion – the assignment of a student to a higher-grade level based on the student's achievement of established criteria in the current grade.

Retention – the re-assignment of a student to the current grade level during the next school year.

Kindergarten - Promotion to the next grade will be determined using the following criteria:

1. Adequate Score on current state-mandated evaluation instrument.
2. Mastery of 80% of Reading Standards
3. Mastery of 80% of Math Standards

Grades 1 - 2 - Promotion to the next grade will be determined using the following criteria:

- 1. Yearly Grade Average of 70% or above in English Language Arts (Lanier County Report Card)
- 2. Yearly Grade Average of 70% or above in Math (Lanier County Report Card)

Grades 3 - 8 - Promotion to the next grade will be determined using the following criteria:

- 1. Passing Score on the grade appropriate state-mandated assessment if scores are available
- 2. Yearly Grade Average of 70% or above in Math (Lanier County Report Card)
- 3. Yearly Grade Average of 70% or above in English Language Arts (Lanier County Report Card)
- 4. Yearly Grade Average of 70% or above in Science or Social Studies (Lanier County Report Card)

Grades 9 - 12 -Promotion to the next grade will be determined using the following criteria:

- | | |
|----------------------|----------|
| • 9th to 10th Grade | 6 Units |
| • 10th to 11th Grade | 12 Units |
| • 11th to 12th Grade | 18 Units |
| • To Exit 12th Grade | 24 Units |

Appeals

Parents may appeal the final building level promotion decision to a system level review panel within ten (10) days of the final building level decision. This panel, referred to as the System Promotion Review Committee, shall be appointed by the Superintendent or designee and shall be comprised of a Central office administrator, a school level administrator and a content area teacher. The Superintendent or designee will notify the parents of the final decision of

the System Promotion Review Committee in writing by first class mail.



GRADUATION REQUIREMENTS

State graduation requirements for students are determined by the State Board of Education Rules, which vary depending on the school year the student enrolls in the ninth grade for the first time.

The Lanier County Board of Education shall require that students satisfy all state requirements, to the extent not waived in its strategic waiver contract, and local graduation requirements set by the Board in order to earn a high school diploma.

Types of Credentials

(a) High School Diploma- the document awarded to students certifying that they have satisfied attendance requirements, unit requirements and the state assessment requirements as referenced in Rule 160-3-1-.07 Testing Programs - Student Assessment.

(b) High School Certificate- the document awarded to students who do not complete all of the criteria for a high school diploma or who have not passed the state assessment requirements as referenced in Rule 160-3-1-.07 Testing Programs – Student Assessment, but who have earned 24 units.

(c) ACES Diploma – the document awarded to students with the most significant cognitive disabilities who were assessed using the alternate assessment aligned to alternate academic achievement standards.

As part of the strategic waiver, Lanier County Board of Education reserves the right to award units of credit for the purpose of substitution of equivalent or higher-level requirements which will assist students in acquiring the knowledge and skills necessary to be successful as they continue their education at the postsecondary level and/or enter the workforce (SBOE Rule 160-5-1-.15)

Total Units (Minimum)	Graduates must have a total of 24 Units in appropriate categories to be eligible for a Georgia High School Diploma
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Areas of Study	Units Required
English/Language Arts	4 Units Must include: 9 th Grade Literature and American Literature
Mathematics	4 Units Must include: Algebra I, Geometry, Algebra II Plus one additional Math course
Science	4 Units Must include 3: Physical Science or Physics, Biology, Chemistry or Environmental Science Plus 1 additional Science course
Social Studies	4 Units Must include: World History, US History, American Government and Economics
CTAE and/or Modern Language and/or Fine Arts	3 Units (any combination) *Students planning to attend a four-year post-secondary institution must take 2 units of the same modern language. *Students are also encouraged to complete at least one CTAE Pathway
Electives	5 Units

Students must earn a minimum of 24 units as specified by each area of study. It is strongly recommended that all students complete a CTAE Career Pathway. Completion of diploma requirements does not necessarily qualify students for the HOPE Scholarship Program.

To participate in graduation exercises, students must meet all requirements for a general education diploma or certificate of performance and all debts/fines must be paid in full.

ACADEMIC HONOR ROLL

Honor Roll will be announced at the end of each nine weeks.

- A Honor Roll = A's in all subjects
- A/B Honor Roll = A's and B's in all subjects; must have at least one A

Honor Roll for the entire year will be determined after the four- and one-half weeks progress report of the fourth nine weeks.

Honor Graduates

The designation of Honor Graduate shall be made after the third nine weeks of the second semester of the year of graduation. The grades earned during the third nine weeks will represent the semester grade earned prior to graduation to determine honor status. Students with an average of 90 or higher (unrounded) will be designated Honor Graduates. If a student is not designated as an honor graduate at this time, their status may change after the second semester of the year of graduation if the actual grades for second semester make the student's final average equal to 90 or higher.

Merit Graduates

The designation of Merit Graduate shall be made after the third nine weeks of the second semester of the year of graduation. The grades earned during the third nine weeks will represent the semester grade earned prior to graduation to determine merit status. Students with an average of 85 to 89 (unrounded) will be designated Merit Graduates. If a student is not designated as a merit graduate at this time, their status may change after the second semester of the year of graduation if the actual grades for second semester make the student's final average equal from 85-89.99.

VALEDICTORIAN & SALUTORIAN

The valedictorian and salutarian shall be the students with the highest Grade Point Averages (GPA's) among the honor graduates who have satisfactorily completed the college preparatory course of study (courses meeting four-year university entrance requirements).

All weighted points earned will be included in class averages for the purposes of determining class ranking.

The GPAs may differ from the GPA reported on transcripts printed from PowerSchool. The following conditions must also be met for Val/Sal eligibility:

- The valedictorian and salutarian must have been enrolled as a student at Lanier County High School for four or more consecutive semesters prior to graduation.
- Determination of valedictorian and salutarian will be based on the cumulative GPA from 9th grade through the third nine weeks of the second semester of the senior year.
- Students will be considered tied for the rank of salutarian or valedictorian if the cumulative GPA is equal when rounded to the thousandth place.

- In the case of a tie for valedictorian, co-valedictorians will be declared with no salutarian.
- In the case of a tie for salutarian, there will be two salutarians.

INSTRUCTIONAL MATERIALS

Textbooks and other instructional resources are furnished by the school system.

Assigned books/resources are the student's responsibility and must be returned following completion of the course. Students who lose or misuse textbooks/resources will be fined the replacement cost of the item(s).

Students will be listed on the debt list until textbooks/resources are returned or the replacement cost is paid to the school.

WEIGHTED GRADES/MERIT POINTS

Weighted Grades (Merit Points)- The efforts of high school students taking our most rigorous courses are acknowledged by weighting grades or adding merit points. Please note that gifted courses are not Honors level. Students who have a final passing semester grade for honors level classes will receive a 2.5-point increase. Final semester grades for Dual Enrollment courses will be increased by 5 points and final semester grades for AP courses will be increased by 10 points. No weighted or merit points will be added to grades below 70 for Dual Enrollment or AP courses and students cannot re-enroll in these classes if they failed them previously. *Weights added to course averages will be taken out for HOPE Scholarship GPA calculations.*

If a post-secondary institution transfers grades on a 4.0 scale, a 4.0 transfer grade will be converted into a percentile grade of 95%. A 3.0 transfer grade will be converted into a percentile grade of 85%. A 2.0 transfer grade will be converted into a

percentile grade of 75%. Weighted points will be added to Dual Enrollment transfer grades after they have been converted to a percentile score.

TESTING

The system testing calendar can be found on the Lanier County School District website. This calendar contains all state mandated tests and the dates of their administration.

All students are required to participate in all state administered assessments applicable to their grade level and status.

SCHOOL SPONSORED CLUBS AND ORGANIZATIONS

School sponsored clubs and organizations (excluding competitive interscholastic activities or events) are those under the sponsorship, direction, and control of the school that organize and meet for common goals, objectives, and purposes. State law requires that parents have the right to withhold permission for their students to participate in any school sponsored club or organization designated by them. Each school will send home a list of school sponsored clubs/organizations and sponsors along with a form you may use to opt your child out of participation.

Each club must have a certified staff member as a club sponsor. All clubs must be approved by the BOE.



FIELD TRIPS

These activities are extensions of our normal academic curriculum. Field trips are an excellent way to motivate students and provide extended study on concepts introduced in the regular classroom setting. All field trips must meet the following criteria:

- Support classroom objectives
- Receive the approval of the school principal, superintendent, and the board of education
- Use the school system transportation and faculty chaperones unless otherwise designated by the principal or superintendent.

Field trips will be well planned and carefully executed. The date, time, and all pertinent information will be determined well in advance of the actual trip date. Good student behavior will be included as a requirement for participation in school field trips. Any students with behavioral issues while on a field trip will be denied participation in future field trips.

Parents may participate in some school field trips. Parents must provide their own transportation for field trips if they plan to attend. All students will use school provided transportation. Parents must inform homeroom teachers of their intent to participate in field trip activities in advance of the field trip so that necessary arrangements can be made such as admissions, fees, lunches, etc. Other siblings will not be allowed to participate in field trips.

All students remain the responsibility of the school personnel while participating in field trip activities. Students will be transported to and from field trip activities by school provided vehicles unless approved by the school principal.

EXTRA-CURRICULAR ACTIVITIES

Many opportunities exist for students to participate in extracurricular activities. Many of these activities enhance classroom instruction. Students can win awards and scholarships through athletic and/or CTAE student organizations. Students are encouraged to participate in extracurricular activities.

Students must be present at school for at least one-half of the instructional day in order to participate in any extracurricular activity scheduled for that day, including but not limited to athletic events, performances, club activities, and other school-sponsored events. Exceptions may be made for medical appointments or other extenuating circumstances approved by the principal or designee.

ALTERNATIVE PROGRAM

Upon assignment to the Alternative Program, the student and parent/guardian will meet with the alternative program administrator. Rules, regulations, and other alternative program procedures will be covered at this time.

Students assigned to the Alternative Program will NOT be transported by LCS transportation services.

Students assigned to the Alternative Program cannot attend or participate in any school function or athletic event except at the discretion of the principal.

HEALTH, SAFETY, & NUTRITION

SCHOOL HEALTH CLINIC

Medical Services and Clinic Procedures

Students have access to a registered nurse at ~~the~~ school. All students must have a current Nursing Services Parental Consent form on

file to be seen/treated by the nurse in the clinic. If a student has a chronic health concern (diabetes, asthma, seizure disorder, food allergies, etc.) a care plan for that condition needs to be completed and on file in the school clinic in addition to the Nursing Services Parental Consent.

Injuries

Lanier County School District is committed to providing a safe educational environment for all students. However, accidents do occur and the school district is not responsible for any expenses incurred due to accidents, which occur during school, or school sponsored activities. Minor injuries will be treated at school by the school clinic staff. If your child needs emergency medical treatment and you cannot be reached by phone, school personnel will contact EMS or transport your child to the nearest healthcare facility.

MEDICINES

Medication/Over-the-Counter Drugs

The Medication Authorization and Release (MAR) form (available in the clinic) must be completed and signed by the parent before any medication is administered. Students who are taking medication on a daily basis for such conditions as asthma, seizures, diabetes, etc. will be administered their medication at school, unless the student has on file written medical authorization to possess and self-administer medication to treat asthma or other respiratory conditions, allergies, or diabetes in accordance with Policy JGCD.

Prescription medication will only be given to the child under the following conditions:

- A. When medication is prescribed by a doctor
- B. When the medication is in the original container, with the label giving the child's name, name of medication, dosage strength, and instructions for

use, physician's name, and the date of the prescription.

- C. When it is necessary to administer the medication during school hours, the school will provide the control and supervision of the administration of the medication detailed below:
- Staff designated by the principal shall be responsible for administering medication to students and storing all medication in a secure location.
 - All medications must be brought to the clinic in the original containers, clearly labeled as to the name of the student, dosage and time for each dose.
 - Any student who must have the medication administered during school hours shall have on file a Medication Authorization & Release form signed by the parents or legal guardians of the student. The medication will be administered in accordance with the written instructions from the student's physician.
 - A log for each student containing the name of the medication, the date and time given, and the amount of each dosage given will be maintained for each medication administered
 - **NO MEDICATIONS SHALL BE ON THE SCHOOL CAMPUS WITHOUT PERMISSION.**

Nurses or other school employees are authorized to administer auto-injectable epinephrine, if available, to a student who is having an actual or perceived anaphylactic adverse (allergic) reaction, regardless of whether the student has a prescription or epinephrine. Such persons also are authorized to administer levalbuterol sulfate, if available, to a student in perceived respiratory distress, regardless of whether the student has a prescription for levalbuterol sulfate.

Lanier County Schools is authorized to maintain a stock supply of opioid antagonists in a secure location with authorized school

personnel trained to administer opioid antagonists.

Any school employee who in good faith administers or chooses not to administer auto-injectable epinephrine, opioid antagonists, or such medication to a student in such circumstances shall be immune from civil liability.



SCHOOL INSURANCE

Our Schools are committed to providing a safe environment for all classrooms, labs, and programs. Lanier County Schools do not require accidental insurance for regular activities; however, parents are strongly encouraged to secure insurance in the event of an accident.

All students participating in interscholastic athletics, including season practice, must be insured. Insurance coverage is a prerequisite to participation. An accidental insurance policy for students is available for purchase. See the "Student Accident Insurance" link on the Lanier County Schools website for more information. The Lanier County School District is not liable for expenses occurring for accidents during school or school sponsored activities.

SCHOOL NUTRITION PROGRAM

Lanier County continues to be eligible to participate in the Community Eligibility Participation (CEP) for Free Meal Reimbursement.

Through CEP, meals are offered at no charge to all students. This eliminates the procedure of distributing and processing meal applications. Students are still required to pay for any “extra” items. Visitors must pay \$4.50 for meals.

Students are not allowed to charge any items in the school cafeteria. Any additional food items or portions must be purchased from the cashier.

HEALTH & SAFETY COURSES

It shall be the policy of the Lanier County Board of Education to provide age-appropriate, developmentally-based drug and alcohol education and prevention programs, which address the legal, social and health consequences of drug and alcohol use to provide information about effective techniques for resisting peer pressure to use illicit drugs or alcohol.

The program will be provided for all students in the system. These programs shall also provide information about any drug and alcohol counseling rehabilitation and re-entry programs available to students.

State law mandates a comprehensive health program appropriate for a child’s age group for all K-12 students.

- A committee periodically reviews instructional materials and makes recommendations to the Lanier County Board of Education concerning program implementation.
- Instructional materials are implemented in the appropriate grades as required by state Georgia Performance Standards.
- Parents or legal guardians can review all health instructional materials to be used by teachers, which have been approved by the local board of education.
- The parent/legal guardian has the right to request, in writing, that a child not receive instruction.

- If such a request is made, an alternative health assignment will be provided for the student.

COMMUNICABLE DISEASES AND CONDITIONS

Students may not come to school with any communicable or contagious conditions. Lanier County Schools has a NO LIVE (dark) NIT policy. Students will be sent home from school for temperatures of 100 degrees or higher with any communicable or contagious conditions. Students must be fever free for 24 hours WITHOUT the use of fever reducing medications such as Tylenol or Motrin before returning to school. If a student is sent home by the nurse due to illness he/she should not return to school the next day. The absence will be excused by the nurse. Before a student with a contagious condition returns to school he/she must have a clearance from a physician or the school clinic staff.

EMERGENCY SCHOOL CLOSURES

The Superintendent or designee is authorized to close schools in the event of extreme emergency. In the event of weather conditions that would make traveling hazardous, an announcement will be made by news media by 7:00 a.m. if schools are not to open on a particular day. Closing within the school day as a result of emergency must have approval of the Superintendent or designee. In emergency situations arising within the schools, the Superintendent shall have power to act regarding emergency closings, but his/her decision shall be subject to review by action of the Board at its next regular meeting.

LEGAL RIGHTS & NOTICES

EQUAL EDUCATION OPPORTUNITIES (BOE POLICY JAA)

The School District does not discriminate on the basis of race, color or national origin, sex or disability in any student program. It is the policy of the Board of Education to comply fully with the requirements of Title VI, Title IX, Section 504 of the Rehabilitation Act of 1973, the Americans With Disabilities Act and all accompanying regulations.

Any student, parent or other person who believes he or she or any student has been discriminated against or harassed in violation of this policy must make a complaint in accordance with the procedures outlined below.

COMPLAINTS PROCEDURE

Complaints made to the School District regarding alleged discrimination or harassment on the basis of race, color or national origin in violation of Title VI, on the basis of sex in violation of Title IX or on the basis of disability in violation of Section 504 of the Rehabilitation Act of 1973 or the Americans With Disabilities Act will be processed in accordance with the following procedure:

1. Any student, employee, parent or other person with a complaint or report alleging a violation as described above shall promptly notify, in writing or orally, either the principal for his/her school or the appropriate coordinator designated from time to time by the Board of Education [or by the principal]. If the complaint is oral, either the coordinator or school principal to whom the complaint is made shall promptly prepare a memorandum or written statement of the complaint as made to him or her by the complainant and shall have the complainant read and sign the memorandum or statement if it accurately reflects the complaint made. If the complaint is made to a school principal, he or she shall be responsible for notifying the appropriate coordinator of the complaint.
2. If the alleged offending individual is the coordinator or the principal, the complaint shall either be made by the complainant to the Superintendent or, if the complaint is initially made to the school principal, reported by the principal to the Superintendent. If the alleged offending individual is the Superintendent, the complaint shall be made to the designated coordinator, who shall, without further investigation, report the complaint to the Board chairperson.
3. The coordinator or his or her designee shall have fifteen work days to gather all information relevant to the complaint made, review the information, determine the facts relating to the complaint, review the action requested by the complainant, and attempt to resolve the complaint with the complainant and any other persons involved. The coordinator or designee shall prepare a written response to the complaint detailing any action to be taken in response to the complaint and the time frame in which such action will be taken and copies of this response shall be furnished to the complainant, the appropriate coordinator and the principal or his or her designee.
4. If the complaint is not resolved at the conclusion of this fifteen-day period or if the complainant is not satisfied with the resolution of the complaint, the complainant shall have the right, within five work days of receiving a copy of the written response, to have the complaint referred to the Superintendent of Schools. If the alleged offending individual is the Superintendent, the complainant may have the complaint referred to the Board of Education, rather than the Superintendent.
5. The Superintendent shall have fifteen work days to review the complaint and

the response of the coordinator or designee and attempt to resolve the complaint. The Superintendent shall furnish to the complainant a written response setting forth either his or her approval of the action recommended by the coordinator or designee or the action to be taken by the School District in response to the complaint in lieu of that recommended by the coordinator or designee and the time frame in which such action shall be taken.

6. This policy is not intended to deprive any student or parent of any right they may have to file a complaint under any other applicable policy of the local board or to contact the Office of Civil Rights or other appropriate state or federal agency with regard to any allegations that the School District has violated the statutes described above.
7. The School District shall be responsible for distributing and disseminating information relevant to this policy and procedure to students, parents and employees through appropriate procedures.
8. No reprisal shall occur as a result of reporting unlawful discrimination or harassment under this policy, and any attempt to retaliate against a complainant shall be disciplined as is appropriate.
9. The confidentiality of any individual making a complaint or report in accordance with this policy, to the extent it is reasonably possible and complies with the law, shall be protected, although the discovery of the truth and the elimination of unlawful harassment shall be the overriding consideration.

NON-DISCRIMINATION NOTICE

Lanier County Schools does not discriminate on the basis of sex (Title IX), race (Title VI), disability (Section 504 and ADA) in admissions or employment, or age (ADEA),

and that inquiries concerning the application of federal law may be referred to the appropriate coordinator or the Office of Civil Rights.

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)

FERPA affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

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

(2) The right to 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) The right to consent to disclosures of personally identifiable information (PII) from the student's education records, except to the extent that FERPA and its implementing regulations authorize disclosure without consent. One exception that 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 (including school nurses and school resource officers); a member of the school board; a person or company with whom the district has contracted to perform a specific task (such as attorney, auditor, medical consultant, therapist, or online educational services provider); a contractor, consultant, volunteer, or other party to whom the school district has outsourced services, such as electronic data storage; or a parent or student serving on an official committee (such as a disciplinary or grievance committee) or assisting another school official in performing his/her tasks. The District allows school officials to access only student records in which they have a legitimate educational interest. School officials remain under the district's control with regard to the use and maintenance of PII, which may be used only for the purpose for which disclosure was made, and cannot be released to other parties without authorization.

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 district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

(4) FERPA requires the school district, with certain exceptions, to obtain written consent prior to the disclosure of personally identifiable information from the student's education records. However, the district may disclose appropriate designated "directory information" without written consent, unless the parent or eligible student has advised the district to the contrary in accordance with district procedures. The primary purpose of directory information is to allow the school to include this type of information from the

student's education records in certain school publications, such as the annual yearbook, graduation or sports activity programs, and honor roll or other recognition lists.

The School District has designated the following information as directory information:

- a. Student's name, address and telephone number;
- b. Student's date and place of birth;
- c. Student's participation in official school activities and sports;
- d. Weight and height of members of an athletic team;
- e. Dates of attendance at schools within the district;
- f. Honors and awards received during the time enrolled in district schools;
- g. Photograph; and
- h. Grade level.

Unless you, as a parent/guardian or eligible student, request otherwise, this information may be disclosed to the public upon request. In addition, two federal laws require school systems receiving federal financial assistance to provide military recruiters, upon request, with students' names, addresses, 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 15 days after officially enrolling in school or within 15 days of the date of the release of this notice.

(5) You are also notified that from time to time students may be photographed, recorded, or interviewed by the news media at school or some school activity or event;

unless you, as a parent/guardian object in writing to the principal to your student being photographed, recorded or interviewed. You must notify the principal of your 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.

(6) You have the right to file with the United States Department of Education a complaint concerning alleged failures by the school district to comply with the requirements of FERPA 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.

PROTECTION OF PUPIL RIGHTS AMENDEMENT NOTICE (PPRA)

PPRA affords parents and eligible students (18 or older or emancipated minors) certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)—

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;

5. Critical appraisals of others with whom respondents have close family relationships;

6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;

7. Religious practices, affiliations, or beliefs of the student or parents; or

8. Income, other than as required by law to determine program eligibility.

- Receive notice and an opportunity to opt a student out of –

1. Any other protected information survey, regardless of funding;

2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and

3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

- Inspect, upon request and before administration or use –

1. Protected information surveys of students;

2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and

3. Instructional material used as part of the educational curriculum.

Parents and eligible students will be notified at the beginning of the school year if the school district has identified the specific or approximate dates during the school year when any of the activities listed above are

expected to be scheduled. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys and be provided an opportunity to opt their child out of such activities and surveys.

The Board of Education has developed and adopted policies, in conjunction with parents, regarding these rights as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The district will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The district will also directly notify parents of students who are scheduled to participate in the specific activities or surveys noted above and will provide an opportunity for the parent to opt his or her child out of participation in the specific activity or survey.

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 above.

If any such activities are initiated during the school year, parents will be notified accordingly and will be afforded all the rights described herein.

REPORTING INAPPROPRIATE EMPLOYEE BEHAVIOR

State Mandated Process for Students to Report Inappropriate Employee Behavior

Any student (or parent or friend of a student) who has been the victim of an act of sexual abuse or sexual misconduct by a teacher, administrator, or other school system employee is urged to make an oral report of the act to any teacher, counselor, or administrator at his/her school.

Any teacher, counselor, or administrator receiving a report of sexual abuse or sexual misconduct of a student by a teacher, administrator, or other employee shall make an oral report of the incident immediately by telephone or otherwise to the school principal or principal's designee, and shall submit a written report of the incident to the school principal or principal's designee within 24 hours. If the principal is the person accused of the sexual abuse or sexual misconduct, the oral and written reports should be made to the superintendent or the superintendent's designee.

Any school principal or principal's designee receiving a report of sexual abuse as defined in O.C.G.A. 19-7-5 shall make an oral report immediately, but in no case later than 24 hours from the time there is reasonable cause to believe a child has been abused. The report should be made by telephone and followed by a written report, if requested, to a child welfare agency providing protective services, as designated by the Georgia Department of Human Services, or, in the absence of such agency, to an appropriate police authority or district attorney.

*Reports of acts of sexual misconduct against a student by a teacher, administrator, or other employee not covered by O.C.G.A. 19-7-5 or 20-2-1184 shall be investigated immediately by school or system personnel. If the investigation of the allegation of sexual misconduct indicates a reasonable cause to believe that the report of sexual misconduct is valid, the school principal or principal's designee shall make an immediate written report to the superintendent and the Professional Standards Commission Ethics Division.

*Listed below are definitions for "sexual abuse" and "sexual misconduct" for your help.

"Sexual abuse" means a person's employing, using, persuading, inducing, enticing, or coercing any minor who is not that person's

spouse to engage in any sexual act as defined in O.C.G.A. 19-7-5.

“Sexual misconduct” includes behavior by an educator that is directed at a student and intended to sexually arouse or titillate the educator or the child. Educator sexual misconduct by an educator may include, but is not limited to the following behavior:

- Made sexual comments, jokes, or gestures
- Showed or displayed sexual pictures, photographs, illustrations, or messages
- Wrote sexual messages/graffiti on notes or the Internet
- Spread sexual rumors (i.e. said a student was gay or a lesbian)
- Spied on students as they dressed, showered, or used the restroom at school
- Flashed or “mooned” students
- Touched, excessively hugged, or grabbed students in a sexual way
- Forced a student to kiss him/her or do something else of a sexual nature
- Talked or asked about a student’s developing body, sexuality, dating habits, etc.
- Talked repeatedly about sexual activities or sexual fantasies
- Made fun of a student’s body parts
- Called students sexual names

SECTION 504

Any student or parent or guardian (“grievant”) may request an impartial hearing due to the school system’s actions or inactions regarding your child’s identification, evaluation, or educational placement under Section 504. Requests for an impartial hearing must be in writing to the school system’s Section 504 Coordinator; however, a grievant’s failure to request a hearing in writing does not alleviate the school system’s obligation to provide an impartial hearing if the grievant orally requests an impartial hearing through the

school system’s Section 504 Coordinator. The school system’s Section 504 Coordinator will assist the grievant in completing the written Request for Hearing. The Section 504 Coordinator may be contacted through the school system’s central office. Copies of the 504 Procedural Safeguards and Notice of Rights of Students and Parents Under Section 504 may be found at the system website or may be picked up at the central office or at any of the school offices. See BOE Policy – Equal Educational Opportunities – JAA.

INFORMATION RELEASE

In cases of divorce, unless the school receives a legal document or copy of the divorce decree stating that one parent does not have access to the child or his/her records, we are obligated to treat both parents as a legal parent with access to the child’s records.

SEARCHES

School officials may search a student if there is reasonable suspicion the student is in possession of an item that is illegal or against school rules or is in possession of evidence that the student broke the law or school rules. Student vehicles brought on campus, student books bags, school lockers, desks and other school property are subject to inspection and search at any time without further notice to students or parents. Cell phones, multi-media or electronic devices taken from students due to possession and/or use in violation of school rules are subject to having their contents searched. Students are required to cooperate if asked to open book bags, lockers, cell phones/electronic devices, or any vehicle brought on campus. Metal detectors and drug or weapon sniffing dogs may be utilized at school or at any school function, including activities that occur outside normal school hours or off campus at the discretion of administrators.

PARENT RIGHT TO KNOW

In compliance with the requirements of ESSA, Lanier County Schools informs parents that they may request information about the professional qualifications of their student's teacher(s). The following information may be requested:

1. Whether the teacher has met Georgia Professional Standards Commission requirements for certification for the grade level and subject areas in which the teacher provides instruction;
2. Whether the teacher is teaching under an emergency or other provisional status through which Georgia qualifications or certification criteria have been waived;
3. The college major and any graduate certification or degree held by the teacher; Whether the teacher is teaching under the field of discipline of the teacher's certification;
4. Whether the student is provided services by paraprofessionals, and if so, their qualifications.

If you wish to request information concerning your child's teacher's qualifications, please contact the principal at your child's school.

20 Day Notification of Professional Qualifications (PQ)

In accordance with the requirements of ESSA, Lanier County Schools is required to provide timely notice to parents when students have been assigned or taught for four or more consecutive weeks by a teacher who does not meet applicable state certification or licensure requirements (including professional qualifications developed by the LEA in alignment with an approved charter or strategic waiver application) at the grade level and subject area in which the teacher has been assigned. Notification requirements apply to all teachers in all schools/programs in Lanier County. Notifications must be made within

ten business days following the four consecutive weeks. Lanier County Schools has outlined PQ requirements in the District Improvement Plan.

SERVICES

HOMELESSNESS

The McKinney-Vento Homeless Assistance Act of the Every Student Succeeds Act (ESSA) ensures educational rights and protections for children and youth experiencing homelessness. For assistance, contact your school's social worker or the Lanier County Schools' district liaison located at the Board of Education.

HOSPITAL HOMEBOUND SERVICES

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

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

TITLE I SCHOOL WIDE PROGRAMS

Title I Services

Title I, Part A is a federally funded program under the Every Student Succeeds Act (ESSA). All schools in Lanier County are Schoolwide Title I Program Schools which allows them to upgrade the entire educational program. The primary goal of SW Title I schools is to ensure that all students, particularly those who are low-achieving, demonstrate proficient and advanced levels of achievement on state academic achievement standards. In addition

to student support, Title I also provides support for parents to assist their child at home in order to increase student achievement. Teachers at Title I schools also benefit from additional professional development and instructional resources.

As we work together to provide a quality education for your child, parent input is important and encouraged in Lanier County. Throughout the year, your child's school will invite you to provide feedback and comments regarding various components of their Title I Program. This includes their Comprehensive Needs Assessment, Schoolwide Plan, the Parent and Family Engagement Plan, School-Parent Compacts, as well as the Title I Budget held throughout the year to ensure stakeholders are provided opportunities and experiences that enable them to promote high student academic achievement and advocate for students. Stakeholders are also involved in the development and review of district plans and budgets.

Title I, Part A funding requires that each school system have a state educational agency approved plan coordinated with the McKinney-Vento Homeless Assistance Act. Lanier County Schools has a plan, under Title I, Part A, describing the services Lanier County will provide to homeless children, including services that will be provided with funds set aside under ESSA Section 1113(c)(3)(A). A copy of the McKinney-Vento Homeless Assistance Act and the plan are available at each school office and the BOE office. The Homeless Act is used to train staff and as a guide when identifying and determining which students are eligible for services. Lanier County Schools has a liaison for homeless children and youth. For additional information, please contact the Homeless Liaison at (229) 482-3868 or the Federal Programs Director at (229) 482-3966.

Intradistrict Transfer Option

Beginning with the 2012-2013 school year, the NCLB Choice was replaced by state law (O.C.G.A. §§20-2-2130-20-2-2131) Intradistrict Transfer. The Intradistrict Transfer Option allows a parent/ guardian the option to request a transfer from a child's assigned school to a school of the parent's choice within the school zone/district in which the child resides. Intradistrict Transfer Option is not available for parents/guardians as there is only one school per grade span in Lanier County.

OBSERVATIONS & VISITS

As an educational institution committed to providing our students with the best educational environment, we strive to minimize interruptions and distractions. In addition, the school is sensitive to the issue of security and supervision of classes.

Parents are welcomed and encouraged to keep in touch throughout the school year with their child's teachers. Surprise visits are not allowed as they interrupt the teacher's instructional time. Conferences must be scheduled in advance and only during the teacher's planning period or after school.

For the protection of our students, all parents and visitors must stop by the front office immediately upon entering the building. All visitors (parents, volunteers, community members, etc.) must sign in and obtain a visitor's pass from the office before going on to the rest of the campus and return the pass before leaving campus. Visitor passes must be visible while on campus. Visitors are not allowed during lunch unless they are the parent or guardian of the student. All visitors not reporting to the office and obtaining a pass are subject to criminal trespass charges. All visitors are expected to dress appropriately for a school setting. All visitors should park in a parking space.

Student visitors or social visits are not allowed.

Parent/Guardian Observations and Visits

Parents and guardians are always welcome to observe in a classroom by appointment only. In the event you wish to observe your child in a classroom, please contact the school office and a visit may be scheduled. Observations are limited to one 15-minute observation per semester. Please keep in mind that the classroom observation should in no way interfere with instruction. Observations are limited to parents and guardians. Observers will be accompanied by school staff.

Questions for the teacher as a result of the observation should be deferred to a more appropriate time. Appointments to talk with the teacher and/or principals may be scheduled through the school office.

Cafeteria Visits

Parents and guardians may occasionally have lunch with their child as long as it does not interfere with the regular traffic flow in the lunchroom. Parents may only eat with their own child in an assigned designated area. Other children will not be allowed to join. When students are eating with their parents, they must still observe the arrival and departure times for their class.

Requests for Outside Observations

Parents may request observations of their student in the school setting by private therapists or counselors. Counselors or therapists must obtain approval including necessary background checks and required documentation prior to observing students. Persons approved to conduct observations must be on the district approved list. Once a therapist or counselor is approved by the district, observations must be coordinated at the discretion of the principal and teacher. Observations will be limited to no more than one 45-minute segment per month.

The school reserves the right to limit and/or revoke individual visitation and observation privileges.

SAFETY AND RESPONSIBILITY

Lanier County Schools Averages 40 runs on a daily basis transporting over 1,200 students. Prior to transporting students, school bus drivers are required to complete an extensive training program in Lanier County. Bus drivers are also required to attend regularly schedule safety meetings and participate in professional development. Buses are inspected by drivers prior to each trip and preventive maintenance inspections are performed by the school system mechanic each month. Additional spot checks and annual inspections are conducted by the Georgia State Patrol. Parents, teachers, and students must also take an active role in school bus safety. The actions of children that affect their safety and the safety of others at the bus stop and on the bus are of great concern to everyone.

The entire community must take the responsibility of securing an optimum level of bus safety for our school children.

EVERYONE HAS A ROLE

MOTORISTS

- Watch out for children at bus stops and as they get off the bus.
- Use special caution during school hours.
- Obey school bus stop arms.
- Always watch for the unexpected.

PARENTS

- Parents, please be aware that drivers often have numerous students on a bus. Buses are over 40 feet long and the driver operates in traffic, various weather conditions with their back to students. Please encourage your children to obey the rules and not cause distractions.

- Have students at the bus stop on time with five minutes to spare. Hurrying increases the chance of accidents.
- Remind children, while on the way to the bus stop, to walk on the shoulder of the road, where possible, and not on the traveled portion of the road.
- Remind students to wait in a safe place, well off the road, until the bus stops.
- Periodically remind children of the importance of mannerly and orderly behavior at the bus stop.
- Periodically check on the children at the bus stop. Accompany the very young to the bus stop and meet them on their return when possible.
- Remind children not to move toward the bus until the bus and all traffic has stopped. Students should stop and look before crossing the road when boarding or departing the bus. The most important thing is to LOOK. Expect approaching cars not to stop.
- Review bus safety rules with your children and stress the necessity of observing them.
- The driver is a member of your school system, and merits the respect and courtesy due all school personnel. Teach your child to obey the bus driver.
- Actively cooperate with school officials and school bus operator regarding conduct of your child at the bus stop and on the bus.
- No parents are allowed on the school bus.

SCHOOL PRINCIPALS/TEACHERS

- Instruct students on proper bus behavior and school bus safety as a part of classroom instruction and activities.
- The school should assist the student in developing attitudes of respect and courtesy toward the driver.
- Assure that students are supervised when boarding and departing the bus within the school loading zone.

- Investigate bus safety rule violation and deal with them fairly and firmly.
- Inform parents in writing when rule violation is reported by the bus driver.

BUS DRIVERS

- Receive students with warmth and care.
- Maintain a consistent time schedule if possible.
- Provide supervision of students and the safest possible transportation to and from school.
- Assign seats to students.
- Investigate rule violations and file bus misconduct reports with the school administrators as deemed appropriate.

RULES YOU CAN LIVE WITH

School bus riding is a privilege which may be limited or revoked by school officials. All students shall conform to bus rules and guidelines. Those not conforming will be referred to the principal. In all cases of bus disciplinary referrals, parents shall be notified by the school administrators.

Prior to the office referral, two warnings will be issued on two different routes, unless the violation is severe.

EXPECTATIONS

- Students are to wait at the bus stop in an orderly manner.
- Students shall be courteous to other students and obedient to the driver.
- Students will be permitted to carry books and other items related to school work which can be held in the lap.
- Students should take a seat quickly and remain in the seat facing the front with their feet and legs out of the aisle.
- Tobacco, drugs, and alcohol are prohibited.
- The ignition of matches, lighters, etc. is prohibited.

- Students must not extend their hands, arms, head, or objects through bus windows.
- No object is to be thrown into, or out of, or inside the bus.
- Students must not use obscene language or gestures.
- Willful destruction or defacing of school system property is prohibited.
- Fighting or physical play is prohibited.
- Students must remain quiet enough not to distract the driver. Students must remain absolutely quiet at railroad crossings.
- Food and drinks are not allowed.
- The emergency door is to be used only at the direction of the driver.
- Students should move immediately away from the bus after exiting.
- When crossing a street, students should cross ten feet in front of the bus in full view of the driver only after the bus has stopped. Students should look both ways before they cross and as they cross the street.
- Students will ride on assigned buses, board, and unload at their designated stop. Parents may request in writing an exception from this rule. Requests must be made to the school principal. In case of emergency, the principal may authorize a student to ride a different bus or change bus stops.
- Student shall be prohibited from using any cell phone or electronic devices during the operation of a school bus without headphones; or any electronic device in a manner that might interfere with the school bus, communications equipment, or the operation of the school bus.
- Lanier County Schools is not responsible for any electronic devices or other personal items left, lost, or stolen on school buses.
- Obey the driver at all times.
- No request shall be approved for social activities or projects.
- Students shall follow all other related Board policies and Administrative Procedures concerning student discipline as stated in the Student & Parent Handbook.
- No student will be dropped off at a bus stop other than the assigned stop unless prior approval has been made with the Principal. A note that states your child has permission to go home with anyone else must be signed by the parent and school administrator and given to the bus driver.
- Please read the School Bus Transportation/School Bus Infractions section of the Student & Parent Handbook.

The following items are considered severe violations (zero tolerance): Assault and battery against an employee and/or other student; possession, transmission, use of illegal substances; weapons; bomb threats; sexual misconduct; destruction/vandalism of property; and other criminal law violations.

While Waiting for the Bus:

Students should wait away from the roadway at their designated stop. There should be no horse playing, pushing or shoving while coming to the bus stop or while at the bus stop. Students that do not live on the same side of the road as the bus pick-up must wait on their side of the road until the bus arrives. If you child has to cross the road, they must wait for the driver to give instructions for when it is safe for them to cross.

While Loading the Bus at the Designated Stop (opposite side of the road):

When a student has to cross the road to board the bus, they must stand on their side of the road. Students must wait for the bus to come to a complete stop, wait for the entrance door to open and look to be sure the red stop lights are flashing before ever approaching the bus to load. Student must wait for the driver to give a verbal or physical sign that it

is ok to cross the road. Even after all the above, students must quickly look both ways to be sure the road is still clear and all other vehicles have stopped. Students must always cross in front of the bus and should always use the handrail when stepping up on the bus. There should be no pushing, shoving or horse playing while loading the bus. Students should be seated in their seat as carefully but as promptly as possible and remain there until they reach their school or destination.

While on the Bus:

Once students board the bus, the driver is in full charge of the safety of your child. Students must follow the listed “Bus Regulations” found in “Code of Student Conduct” to insure a safe ride, whether it is from home to school or back home or any school-sponsored trips.

While Unloading the Bus at The School or Destination:

Students should unload the bus in single file from front to back with no pushing, shoving or horse playing while unloading the bus. Students should use the handrail as they depart the bus until both feet are on the ground. Students should check for an approaching bus on the door side before stepping off the bus while unloading. Students should look both ways before crossing the traffic area and should clear this area as quickly and safely as possible. Students should never return to the bus without supervision of an administrator.

While Loading the Bus at The School:

Students should wait for buses in a safe area designated by the school. The bus should come to a complete stop and your child must wait for the driver to open entrance door before approaching the bus. Students should look both ways before leaving the curb and crossing the traffic area to approach the bus. Students must watch for other buses pulling up by the door side while loading the bus.

Students should line up in single file in the order they arrive to the bus and should use the handrail to load. There should be no pushing, shoving or horse playing while coming to, while loading and while getting to their seat. Students should get to their seat as carefully but as promptly as possible and remain there until they reach their designated stop.

While Unloading the Bus at The Designated Stop:

Students should unload the bus in single file from front to back with no pushing, shoving or horse playing. Students should use the handrail as they depart the bus until both feet are on the ground. Students should exit the bus and clear the roadway and continue to move until they are safely away from the bus.

Students who live on the opposite side of the road, must cross in front of the bus while the bus is at their stop. When a student must cross the road, they should stop at the front of bus and look both ways before continuing to cross. When all is clear, students should clear the roadway as quickly as possible. Students should go directly home and never return to the bus for any reason. Please instruct your child to never retrieve an item that is dropped and goes under the bus. Students who have permission from parents to check their mailbox (that lives on the same side of the road as their mailbox) must clear the roadway and wait for bus to depart and traffic to clear before returning to the roadway to the mailbox. If your child lives on the opposite side of the road of their mailbox, they must cross over to their side of the road while the bus is at their stop. If your child has permission from you to check the mailbox and you live on the opposite side of the road of your mailbox, your child must also wait until after the bus has departed their stop and traffic to clear before crossing back over the road to check their mailbox.

Lanier County School System | 2025-2026 CALENDAR—Revised 4/28/25

4 Independence Day 30-31 Pre-Planning	JULY '25 <table> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td></tr> </table>	S	M	T	W	Th	F	S			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			1-2 Christmas Holiday 5-6 Staff Inservice 7 Students Return 19 Dr. Martin Luther King Jr. Day							
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19 End of Second 9 Weeks / Last Day of Semester 22 - 31 Christmas Holiday	DECEMBER '25 <table> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </table>	S	M	T	W	Th	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						19 Juneteenth
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180 Student Instructional Days - 10 Teacher In-service Days

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