

## Teacher Reporting Requirement

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

## Textbooks

Students will be issued textbooks during the first week of each semester. Students are responsible for reimbursements to the school for lost, damaged, or stolen books. Should a student need a replacement textbook during the school year, payment for the original text will be expected.

## Visitors

Parents of LCHS students are welcome to visit the school. All visitors MUST report to the school office upon arrival and receive a temporary ID badge with permission to be in the building. **STUDENTS FROM OTHER SCHOOLS AND FRIENDS OF LCHS STUDENTS ARE NOT PERMITTED TO VISIT DURING THE SCHOOL DAY.**

## Student Discipline Procedures Section I: Student Code of Conduct

The purpose of the Code of Conduct is to provide students with an effective and safe learning environment.

### Expectations

Each student is expected to:

- Behave in a responsible manner at school, on school buses, at school bus stops, and at all school-related functions on or off campus.
- Demonstrate courtesy and respect for others.
- Attend all classes regularly and on time.
- Prepare for each class, take appropriate materials to class and complete assignments.
- Obey all District and School rules and cooperate with school staff and volunteers in maintaining safety, order, and discipline.

### Behavior Code

The Behavior Code governs students’ conduct on school grounds; off school grounds at a school activity; off school grounds at a non-school activity, but where the misconduct leads to a disruption on school or any other violation of the Student Code of Conduct and en route to and from schools, or any school-sponsored activity, on the bus, and at the bus stop.

Parents and students should carefully review ALL information contained in the Code of Conduct. Students are subjected to disciplinary action for engaging in or attempting to commit any of the prohibited behaviors listed in the Code of Conduct.

### PROGRESSIVE DISCIPLINE MATRIX

Level I	Description	Consequence
Classroom disruption	Student classroom behavior that is disruptive to the classroom environment for a short period of time. Examples include making noises during classroom instruction, calling out answers, moving around the classroom without permission.	A Four Step Referral Process:  <b>Step 1:</b> Warning <b>Step 2:</b> Contact Parent/Guardian <b>Step 3:</b> Assign Detention Before School, at Lunch or After School <b>Step 4:</b> Refer to Admin via Portal moves to Level II
Being in an unauthorized area without permission.	Students being in unauthorized areas or during inappropriate times. For example, walking in hallways during lunch tracks or being in classrooms with no adult supervision.	
Dress Code violations	All clothing must fit modestly and provide appropriate coverage and length. Shoes should be safe for the school environment. Care must be exercised to avoid distractions caused by tattoos, piercings, and unnatural hair colors and styles. We do not wear: pajama attire, sleepwear, or bedroom footwear, spaghetti straps, backless, strapless, any tank tops, or cut-out sleeveless, holes in jeans above the fingertip length, pants that sag off the hips, dresses that are too short, clothing that allows for exposure of the midriff or waist, clothing that reveals any undergarments clothing that fits immodestly, any form fitting pants not covered with a dress, sweater, or shirt, clothing that distracts from our mission (inappropriate language, picture/symbol, drug/alcohol/tobacco paraphernalia, advertisement, anything that is offensive or promotes or advocates violence), hats that are turned backwards* sunglasses	
Unauthorized use of electronics	Using technology in the classroom or hallway at inappropriate times or being on non- educational sites	

PDOA	Inappropriate physical contact between students, including, but not limited to inappropriate displays of affection or inappropriate touching. For the purpose of this rule, inappropriate physical contact does not include fighting.	
Late to class (2nd, 3rd & 4th)	Student arrives to 2nd, 3rd or 4th after the tardy bell	
Late to school (Administration)	Student arrives to school after the Tardy Bell	3 "Free" 4-6 Lunch Detention 7-9 Mandatory Detention 10 +ISS
Driving Violation	Student parks or drives through the parking lot inappropriately	Warning Loss of parking privileges

Level II	Description	Consequence
Classroom Disruptive Behavior Step 4	Behavior detrimental to learning, which includes conduct that disrupts the learning environment.	<b>1st Violation:</b> 1 Day ISS <b>2nd Violation:</b> 2 Days ISS <b>3rd Violation:</b> 3 Days ISS
Disrespect	Being disrespectful or insubordinate to school personnel or school volunteers.	
Inciting Disruptive Behavior	Inciting, encouraging, counseling or advising others to engage in prohibited behavior that violates the Student Handbook. A student violates this rule when he/she verbally or physically encourages others to engage in prohibited behavior, which may include oral instructions or physically showing a student how to engage in prohibited behavior.	
Skipping	Leaving school, skipping school, or skipping class without permission.	
Inflammatory Language	Using profane, vulgar, obscene, insulting or threatening language, gestures, graphics, or materials, whether spoken, written, gestured, or communicated in person or via any electronic device.	
No-Show to detention	Failing to report to detention and/or violating rules of the In-School Suspension program.	
Failure to Report Dangerous Behavior	Failure to report to a teacher or administrator the knowledge of an event, device, object, or substance that could cause harm to self or others. Refusing to comply with assigned disciplinary consequences. Any act that endangers the welfare or safety of other students or staff.	
Bullying Level 1	First Offense of bullying as defined in Georgia Code Section 20-2-751.4 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.	
Disruptive Behavior	Creating or contributing to a moderate disturbance that substantially disrupts the normal operation of the school environment but doesn't pose a threat to the health or safety of others.	

Level III	Description	Consequence
Fighting	Fighting to the degree that does not constitute physical abuse/assault.	<b>1st Violation:</b> Out-of-School Suspension for three (3) school days. <b>2nd Violation:</b> Out-of School Suspension for five (5) school days. <b>3rd Violation:</b> Referral to a disciplinary hearing and Out-of-School Suspension pending the hearing.
Vandalism	Damaging or vandalizing school or personal property, regardless of whether there is a monetary loss of value.	
Gang Activity	Engaging in gang-related activity that encourages, solicits, promotes, condones, causes, assists, or abets any illegal or disruptive act.	
School Disruption	Causing or contributing to the disruption and interference of school operations. Examples of prohibited conduct include but are not limited to causing a fire alarm. Discharging a fire extinguisher in the absence of a fire. Participation or encouraging a food fight.	
Sexual Misconduct	Sexual misconduct, including but not limited to harassment, possessing, accessing or viewing obscene or vulgar materials, indecent exposure, entry to inviting into areas designated for the opposite sex only, or inviting using and electronic or other device to forward or take inappropriate, indecent, vulgar, sexual or obscene pictures of students or school employees and/or sexual contact.	
Terroristic threats	A terroristic threat occurs when one threatens, whether spoken, written, or transmitted by an electronic device, to commit an act of violence against any person, and that person has reason to believe they may suffer immediate harm.	
Theft	Theft including, but not limited to, attempted theft, extortion, bribery, theft by deception, and/or possession of stolen property.	
Threats	Verbally abusing others, including but not limited to, threats, or intimidation, including but not limited to, harassing or taunting in person, on the internet, or other mode of electronic communication.	
Bullying Level 2	Second Offense of bullying as defined in Georgia Code Section 20-2-751.4 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.	
Vaping	Possessing, using, selling, buying, giving away, bartering, or exchanging any tobacco product or smoking paraphernalia or ionizers, vaporizers or any related paraphernalia.	

Level IV	Description	Consequence
Severe School Disruption	Creating or contributing to a severe disturbance that substantially disrupts the school environment or poses a threat to the health and safety of others; may represent a repeat action	Student Disciplinary Hearing
Weapons	Possessing, using, selling, buying, giving away, bartering, receiving, or exchanging any firearm, dangerous weapon, explosive compound, or an object that can reasonably be considered and/or used as a weapon.	
Alcohol	Possessing, using, selling, buying, giving away, bartering, receiving, or being under the influence of any alcoholic beverage whether at school or any school related activity prior to attending school or a school-related activity.	
Drugs	Possessing, using, selling, buying, giving away, bartering, receiving, or being under the influence of any drug or substance declared unlawful, any substance or chemical that is mood altering when taken, or any substance represented to be a drug or unlawful substance or admits to the use of any substances represented to be a drug prior	

	to attending school or a school related activity; or, possessing any drug paraphernalia.	
Counterfeit Money	Possessing, using, selling, buying, giving away, receiving, or exchanging any counterfeit money.	
Bullying Level 3	Repeated acts, as defined in the Georgia Code Section 20-2-751.4, occurring on school property or school possession that is a willful attempt or threat to inflict injury, or apparent means to do so, any display of force that puts victim at fear of harm, any written, verbal or physical act that threatens, harasses, or intimidates; causes another person physical harm; interferes with a student's education; so severe and pervasive intimidated or threatens educational environment.	
Assault	Physical abuse, inappropriate physical contact, or actions toward students or staff.	
Combination of Offenses	Accumulation of six (6) Section 2 offenses. Accumulation of two (2) Section 3 offenses. Or A combination of six (6) level II and Level III offenses.	
Off-Campus Felony	Charged with a felony on or off-campus.	

Please understand that this list is not all inclusive and depending on the circumstances surrounding the violation, school administrators reserve the right to deviate from the progressive discipline policy. For example, a student may be assigned In-School Suspension for up to five (5) days or assigned Out-of School Suspension for up to five (5) days for any Level I or II offense regardless of the number of previous violations, if the violation warrants deviation from the progressive discipline policy.

Please understand that this list is not all inclusive and depending on the circumstances surrounding the violation, school administrators reserve the right to deviate from the progressive discipline policy. For example, a student may be assigned In-School Suspension for up to five (5) days or assigned Out-of School Suspension for up to five (5) days for any Level I or II offense regardless of the number of previous violations, if the violation warrants deviation from the progressive discipline policy.

Behavior Contract: Any student who accumulates more than six (6) Level II violations, or more than two (2) Level III violations will be placed on an administrative behavior contract. Once on a behavior contract, students who receive three additional negative behavior infractions or violations will be recommended for a disciplinary tribunal for placement at our alternative school.

## **Attendance Policies**

### **General Information: Rules & Georgia Codes**

Lumpkin County Board of Education will monitor student attendance daily. Codes for attendance used in the student information system (Infinite Campus) will be used to indicate excused absences, unexcused absences, tardies, and early dismissals. The Board of Education will adopt policies and procedures outlining how attendance will be monitored and addressed. Each school will create a building level procedure in accordance with this policy. Individual schools will develop attendance incentives to encourage good attendance.

Parents and guardians will be given notice of the attendance policy, including a list of excused absences and possible consequences and penalties of excessive absences upon enrollment and registration each school year pursuant to O.C.G.A. Code 20-2-690-1. All students age ten or above as of September 1 of the school year will also receive this notice. The schools will make reasonable efforts to ensure that the notice was received and understood by requesting signatures from parents/guardians and students (age 10 or older) acknowledging receipt.

### **Attendance Terms**

#### Absence:

A student is considered absent any time he or she is missing from any assigned class or school activity, with or without parent permission.

#### Excused Absence:

An excused absence is an absence that is the result of one of the following reasons:

1. Personal illness or attendance in school endangering a student's health or the health of others. This includes appointments with health professionals, i.e. doctors and dentists.
2. A serious illness or death in a student's immediate family—father, mother, grandparent, brother, sister, husband, wife, child, or relative residing permanently and continuously in the student's home.
3. A court order or an order by a governmental agency, including pre-induction physical examinations for service in the armed forces, mandating absence from school.
4. Special and recognized religious holidays observed by the student's faith.
5. Conditions rendering attendance impossible or hazardous to student health or safety.