

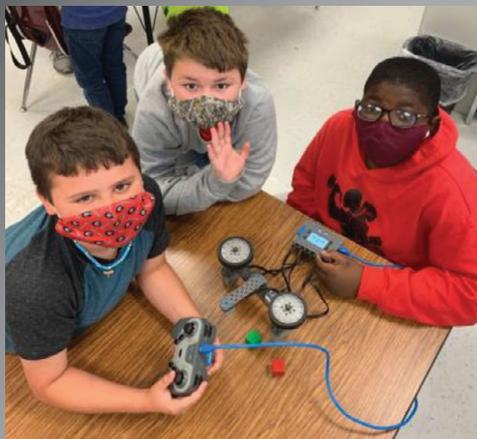


**LOWNDES**  
COUNTY SCHOOLS  
.....  
One Mission. One Vision.

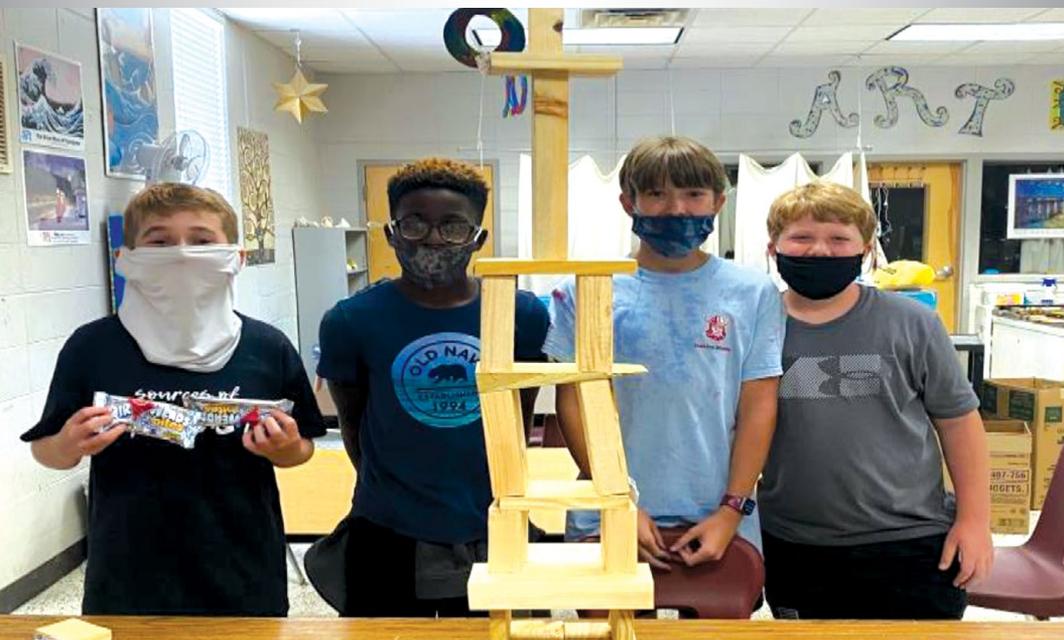


**“Working together to empower, challenge,  
and inspire...One Lowndes”**

**Student & Parent handbook  
2021-2022**



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COUNTY SCHOOLS  
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One Mission. One Vision.



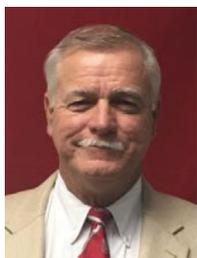
# Lowndes County Schools

**Vision:** A learning community striving for excellence every day.

**Mission:** Working together to empower, challenge, and inspire - One Lowndes!

**Motto:** “Working Together for Excellence Every Day”

## Lowndes County Board of Education



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The **2021-2022** Code of Conduct & Student/Parent Handbook is published by

**The Lowndes County Board of Education**  
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This publication can be printed or viewed from our website: [www.lowndes.k12.ga.us](http://www.lowndes.k12.ga.us) and is current as of **July 1, 2021**. Updates may occur during the school year due to changes in state or local board policies and/or state laws. Updates will be posted online, and parents will be notified.

***The updated, online version will supercede the printed version.***

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*“Education is the most powerful weapon which you can use to change the world.” –Nelson Mandela*



# OneLowndes

WHERE EVERYONE FINDS THEIR FUTURE.

**Mascot:** Viking

**Colors:** Crimson and White

## **Elementary Schools**

Clyattville Elementary

Dewar Elementary

Hahira Elementary

Lake Park Elementary

Moulton-Branch Elementary

Pine Grove Elementary

Westside Elementary

## **Middle Schools**

Hahira Middle

Lowndes Middle

Pine Grove Middle

## **High School**

Lowndes High School



# Superintendent's Welcome

Dear Students and Parents,

On behalf of the Lowndes County School Board and each of our employees, I want to welcome our students to Lowndes County Schools. Your enrollment as a Viking has established you as part of a tradition of excellence. I challenge you to devote your best efforts towards gaining a quality education and to get involved in at least one of the many school-sponsored extracurricular activities available to you.



The policies and procedures contained in this handbook are designed to establish a positive learning environment and to help acquaint you with your school. This information has been carefully prepared to help you become an active participant in your school. Read it carefully and retain it for future reference.

Parents, thank you for entrusting your child to our faculty, staff, and administrators. We are truly honored to have the opportunity to work with your child. Our staff is charged with the responsibility of assisting students in reaching their highest possible educational goals. It is a privilege we do not take lightly.

If a concern arises regarding your child, please do not hesitate to contact your child's teacher, guidance counselor, or principal. I encourage you to communicate with your child's teacher and to participate in parent-teacher conferences, Parent Teacher Organizations, booster clubs, and other constructive roles as we work together to provide the best educational opportunity for each of our students.

The Student/Parent Handbook and Code of Conduct contains information to help familiarize you with our school system. Please read and review this handbook completely. Ask questions of your child's teacher or principal if something is unclear to you. In addition, please sign the acknowledgement page and return it to your child's teacher within ten days. I hope you find this handbook and code of conduct both informative and helpful.

I look forward to a great school year and hope 2021-2022 will be your child's best year yet.

Sincerely,

A handwritten signature in black ink that reads "Wes Taylor". The signature is written in a cursive style with a long horizontal line extending to the right.

Wes Taylor  
Superintendent

## STATEMENT OF AUTHORITY OF THE PRINCIPAL

The principal is the designated leader of the school and, along with the staff, is responsible for its orderly operation. In the case of discipline violations not covered by prescribed disposition in this handbook, the principal may enact corrective measures that are in the best interest of the school and the student(s) involved.

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.

## STUDENT CODE OF CONDUCT (BOARD POLICY JCDA)

It is the desire of Lowndes County Schools that all students should have every possible opportunity to take advantage of instructional programs that will allow them access to the best possible education. Any distractions from a favorable teaching and learning environment lessens this opportunity. Students are expected to adhere to standards of behavior that will facilitate a positive learning environment for themselves and other students and to respect each other, school district employees, and school property. They are also expected to comply with student behavior policies adopted by the board of education and to obey student behavior rules established by individual schools.

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. Parents/guardians should

familiarize themselves with the provisions of the policy and discuss them with their children.

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 provided at the beginning of each school year and thereafter upon request. Any online changes supercede 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 Lowndes County Schools. The dispositions listed are recommended maximums. This is not all-inclusive, and a student committing an act of misconduct not covered by this policy will be subject to the discretionary authority of the principal. 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 or to the Board of Education 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 Lowndes 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 policy 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. Any student in excess of 10 cumulative days of suspension per semester for disciplinary reasons may be recommended to the Board of Education for expulsion.

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 Lowndes 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 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 Lowndes 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, Lowndes 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.

## 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. Lowndes County Schools' procedures for dealing with chronically disruptive students are included in the district's behavior support process, the Student Support Team (SST). Behavior plans may be included in the SST 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.

For more information, visit the following webpage:

<http://law.justia.com/codes/georgia/2010/title-20/chapter-2/article-16/part-2/subpart-1a/20-2-738>

## POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORT (PBIS)

All Lowndes County Schools, grades kindergarten through eighth grade, have implemented the PBIS framework. PBIS is an evidence-based framework that helps schools increase teaching and learning opportunities for all students creating a safe and supportive learning environment. The PBIS framework is interrelated to the Code of Conduct and existing disciplinary systems by not only focusing on stop problematic behavior, but by also creating an environment that teaches and nurtures positive behavior.

Each student will:

- Demonstrate an understanding of their school-wide behavior expectations.
- Contribute positively to the school climate.
- Have frequent opportunities to be acknowledged for positive behavior.
- Recognize that he/she is a valued member within the school community.

Each building has developed its own PBIS theme and expectations that align with the district's PBIS program. Please contact your child's school to learn more about the PBIS program.

## 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, tribunal or action of the Board of Education. 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 Lowndes County Schools or any other Georgia public school.**

Students might be:

1. Expelled for less than a calendar year, but not permanently expelled.
2. Permanently expelled.

**In-School Suspension - The student is removed from regular classes for a specified period of time. Class work assignments are sent to the student by the teachers.**

**Long-Term Suspension - The student is suspended out-of-school for more than ten (10) days. The student may be suspended for an accumulation of offenses, as well as a major offense. Absences are discussed in policy JBD. During the term of suspension, the student is not allowed on the school campus or at any school activity or school-sponsored event for Lowndes County Schools or any other Georgia public school.**

**Non-Prescription Drug(s) - Over-the counter drug(s) not authorized by a registered physician and not prescribed for the student. Student use is prohibited except in accordance with local school policy.**

**Prescription Drug(s) - Use of drug(s) (medication) authorized by a registered physician and prescribed for the student. Parent should inform the school on the use of medically prescribed drugs. Procedures for use of**



prescription medication at school are found in Board policy.

**Short-Term Suspension** - The student is suspended out of school up to ten (10) days by the local school administrator. The student may be suspended for an accumulation of offenses, as well as a major offense. Absences are discussed in policy JBD. During the term of suspension, the student is not allowed on the school campus or at any school activity or school-sponsored event for Lowndes County Schools or any other Georgia public school.

## BEHAVIOR DISPOSITIONS/RESOLUTIONS

- 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**
- 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



## RULES

The rules listed in this policy apply to all Lowndes County School students. The dispositions listed are recommendations. This list is not all inclusive, and a student committing an act of 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.

1. Alcohol Level 1 - Unintentional possession
2. Alcohol Level 2 - Under influence without possession
3. Alcohol Level 3 - Sale, purchase, transportation, possession, consumption of alcohol

Up to 10 days suspension with possible referral to law enforcement; possible referral for alternative placement; possible referral to Board of Education with recommendation for expulsion from Lowndes County Schools pursuant to the policies of the Lowndes County Board of Education.

### **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.

1. Arson Level 2 - Arson without property damage including trash can fires without damage to property
2. Arson Level 3 - Intentional damage as a result of arson-related activity or the use of an incendiary device

Up to ten (10) days suspension with possible referral to law enforcement; possible referral for alternative placement; possible referral to Board of Education with recommendation for expulsion from Lowndes County Schools pursuant to the policies of the Lowndes County Board of Education. 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.

1. Battery Level 1- Battery with no injuries
2. Battery Level 2- Battery with mild or moderate injuries
3. Battery Level 3- Battery with severe injuries; three or more offenses in same school year

Up to ten (10) days suspension with possible referral to law enforcement possible referral for alternative placement; possible referral to Board of Education with recommendation for expulsion from Lowndes County Schools pursuant to the policies of the Lowndes County Board of Education.

### **Physical Violence Against an Employee**

(OCGA 20-2-751.6 (a))

1. Intentionally making physical contact of an insulting or provoking nature
2. Intentionally making physical contact which causes physical harm to another unless such physical contacts were in defense of himself or herself as provided for in OCGA 16-3-21 (b).

Mandatory disposition of ten (10) days suspension pending tribunal hearing; referral to law enforcement.

### **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.

1. B&E/Burglary Level 3- Any incident involving breaking and entering/burglary

Up to ten (10) days suspension with possible referral to law enforcement possible referral for alternative placement; possible referral to Board of Education with recommendation for expulsion from Lowndes County Schools pursuant to the policies of the Lowndes County Board of Education.



### **Rule 05-L: TECHNOLOGY MISUSE Lowndes 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.

1. 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**

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.

Computer Trespass Level 2 - Computer misuse

1. Computer Trespass Level 3 - Unlawful use of computer or altering records

Up to ten (10) days suspension with possible referral to law enforcement possible referral for alternative placement; possible referral to Board of Education with recommendation for expulsion from Lowndes County Schools



pursuant to the policies of the Lowndes County Board of Education.

**Rule 06-L: CLASSROOM/ON-CAMPUS DISTURBANCE – Lowndes Reported**

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

1. Classroom/On-campus Disturbance Level 0 – Lowndes Reported - Minor

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.

1. Disorderly Conduct Level 1 - 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.
2. Disorderly Conduct Level 2 - Creating or contributing to a severe disturbance that substantially disrupts the normal operation of the school environment but doesn't pose a threat to the health or safety of others; may represent a repeat action.
3. Disorderly Conduct Level 3 - Creating or contributing to a severe disturbance that substantially disrupts the normal operation of the school environment or poses a threat to the health or safety of others. Level 3 may be used for students that violate this policy three or more times during the same school year.

Up to ten (10) days suspension with possible referral to law enforcement; possible referral for alternative placement; possible referral to Board of Education with recommendation for expulsion from Lowndes County Schools pursuant to the

policies of the Lowndes County Board of Education.

**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 or any medication prescribed to a student or purchased over-the-counter and not brought to the office upon arrival to school. 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.

1. Drugs Level 1 - Unintentional possession
2. Drugs Level 2 - Any medication prescribed to student or purchased over-the-counter and not brought to the office upon arrival to school
3. Drugs Level 3 - 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

Up to ten (10) days suspension with possible referral to law enforcement possible referral for alternative placement; possible referral to Board of Education with recommendation for expulsion from Lowndes County Schools pursuant to the policies of the Lowndes County Board of Education.

**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.

1. Fighting Level 1 - Fighting with no injuries

2. Fighting Level 2 - Fighting with minor or moderate injuries
3. Fighting Level 3 - Fighting with severe injuries; three or more fights in the same school year

Up to ten (10) days suspension with possible referral to law enforcement possible referral for alternative placement; possible referral to Board of Education with recommendation for expulsion from Lowndes County Schools pursuant to the policies of the Lowndes County Board of Education.

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

### **Rule 09: HOMICIDE – State Reported**

Murder and nonnegligent manslaughter, killing of one human being by another, killing a person through negligence.

1. Homicide Level 3 - Any incident involving homicide

Referral to law enforcement officials and referral to Board of Education with recommendation for expulsion from Lowndes County Schools pursuant to the policies of the Lowndes County Board of Education

### **Rule 10: KIDNAPPING – State Reported**

Unlawful seizure, transportation, and/or detention of a person against his/her will, or of a minor without the consent of his/her custodial parent or legal guardian.

1. Kidnapping Level 3 - Any incident involving kidnapping

Referral to law enforcement officials and referral to Board of Education with recommendation for expulsion from Lowndes County Schools pursuant to the policies of the Lowndes County Board of Education.

### **Rule 11L: THEFT – PETTY - Lowndes**

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.

1. 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. 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.

1. Larceny/Theft Level 1 - Unlawful taking of property with a value between \$25 and \$100
2. Larceny/Theft Level 2 - Unlawful taking of property with a value between \$100 and \$250
3. Larceny/Theft Level 3 - Unlawful taking of property with a value exceeding \$250; three or more offenses in the same school year

Up to ten (10) days suspension with possible referral to law enforcement possible referral for alternative placement; possible referral to Board of Education with recommendation for expulsion from Lowndes County Schools pursuant to the policies of the Lowndes County Board of Education.

### **Rule 12: MOTOR VEHICLE THEFT State Reported**

Theft, or attempted theft, of a motor vehicle. Code includes theft of car, truck, motorcycle, dune buggy, RV, or anything that is self-propelled.

Referral to law enforcement officials and referral to Board of Education with recommendation for expulsion from Lowndes County Schools pursuant to the policies of the Board of Education



### **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.

1. Robbery Level 2 - Robbery without a weapon
2. Robbery Level 3 - Robbery with a weapon

Up to ten (10) days suspension with possible referral to law enforcement possible referral for alternative placement; possible referral to Board of Education with recommendation for expulsion from Lowndes County Schools pursuant to the policies of the Lowndes County Board of Education.

### **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 taken into account. **This code will be used only when the incident is severe enough to warrant calling in law enforcement.**

Sexual Battery Level 3 - Any incident involving Sexual Battery

Short or long term suspension and referral to law enforcement officials; possible referral for alternative placement; possible referral to Board of Education with recommendation for expulsion from Lowndes County Schools pursuant to the policies of the Lowndes County Board of Education.

### **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.

1. Sexual Harassment Level 1 - Unwelcome comments not directed towards individuals
2. Sexual Harassment Level 2 - Unwelcome comments directed towards individuals

3. Sexual Harassment Level 3 - Violation of sexual harassment policy; three or more offenses in the same school year

Up to ten (10) days suspension with possible referral to law enforcement possible referral for alternative placement; possible referral to Board of Education with recommendation for expulsion from Lowndes County Schools pursuant to the policies of the Lowndes County Board of Education. 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.

Sex Offenses Level 1 - Inappropriate sexually-based physical contact

1. Sex Offenses Level 2 - Inappropriate sexually- based behavior
2. Sex Offenses Level 3 - Consensual sexual activities; three or more offenses in the same school year

Up to ten (10) days suspension with possible referral to law enforcement possible referral for alternative placement; possible referral to Board of Education with recommendation for expulsion from Lowndes County Schools pursuant to the policies of the Lowndes County Board of Education.

### **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.

1. Threat/Intimidation Level 2 -Physical, verbal or electronic threat which creates fear of harm without displaying a weapon or subjecting victims to physical attack

2. Threat/Intimidation Level 3 - School-wide physical, verbal or electronic threat which creates fear of harm without displaying a weapon or subjecting victims to physical attack

Up to ten (10) days suspension with possible referral to law enforcement possible referral for alternative placement; possible referral to Board of Education with recommendation for expulsion from Lowndes County Schools pursuant to the policies of the Lowndes County Board of Education.

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.

1. Tobacco Level 1 - Unintentional possession of tobacco products
2. Tobacco Level 2 - Intentional use or possession of tobacco products
3. Tobacco Level 3 - Distribution or sale of tobacco products; three or more offenses in the same school year

Subsequent Offenses - long term suspension and referral to law enforcement officials; possible referral for alternative placement; possible referral to Board of Education with recommendation for expulsion from Lowndes County Schools pursuant to the policies of the Lowndes County Board of Education.

### **Tobacco/Drug/Weapon Free Campuses**

**Tobacco, drugs, and weapons are prohibited at all Lowndes 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.

1. Trespassing Level 2 - Unauthorized presence on school property
2. Trespassing Level 3 - Refusing to leave school property; three or more offenses in the same school year

Up to ten (10) days suspension with possible referral to law enforcement possible referral for alternative placement; possible referral to Board of Education with recommendation for expulsion from Lowndes County Schools pursuant to the policies of the Lowndes County Board of Education.

### **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.

1. Vandalism Level 2 - Minor damage or defacement of property
2. Vandalism Level 3 - Malicious destruction or damage to property; three or more offenses in the same school year

Up to ten (10) days suspension with possible referral to law enforcement possible referral for alternative placement; possible referral to Board of Education with recommendation for expulsion from Lowndes County Schools pursuant to the policies of the Lowndes County Board of Education.

### **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.

1. Weapons/knife Level 1 - Unintentional possession of a knife or knife-like item with no intent to harm or intimidate
2. Weapons/knife Level 2 - Intentional possession of a knife or knife-like item with no intent to harm or intimidate
3. Weapons/knife Level 3 - Intentional possession or use of a knife or knife-like item with intent to harm or intimidate

Up to ten (10) days suspension with possible referral to law enforcement possible referral for alternative placement; possible referral to Board of Education with recommendation for expulsion from Lowndes County Schools pursuant to the policies of the Lowndes County Board of Education.

### **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, straight-edge razors, brass knuckles, blackjacks, bats, clubs, nunchucks, throwing stars, stun guns, tasers, etc.

1. Weapons/Other Level 2 - Unintentional possession of a weapon, other than a knife or firearm, or simile of a weapon that could produce bodily harm or fear of harm
2. Weapons/Other Level 3 - Intentional possession and use of any weapon, other than a knife or firearm, in a manner that could produce bodily harm or fear of harm

Up to ten (10) days suspension with possible referral to law enforcement possible referral for alternative placement; possible referral to Board of Education with recommendation for expulsion from Lowndes County Schools pursuant to the policies of the Lowndes County Board of Education.

### **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.

1. Weapons/Handgun Level 3 - Intentional or unintentional possession of a handgun.

**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 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.

1. Weapons/Rifle/Shotgun Level 3 - Intentional or unintentional possession of a rifle/shotgun

**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.

Serious Bodily Injury Level 3 - Any incident involving infliction of "bodily harm" that dismembers, disfigures, causes permanent loss of a limb or function of an organ and causes substantial risk of death.

Referral to law enforcement officials and referral to Board of Education with recommendation for expulsion from Lowndes County Schools pursuant to the policies of the Lowndes County Board of Education.

### **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).

1. Weapons/Other Firearms Level 3 - Any incident involving other firearms

Referral to law enforcement officials and referral to Board of Education with recommendation for expulsion from Lowndes County Schools pursuant to the policies of the Lowndes County Board of Education.

### **Rule 29: BULLYING – State Reported**

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.

1. Bullying Level 1 - First incident of bullying
2. Bullying Level 2 - Second incident of bullying
3. Bullying Level 3 - Repeated acts occurring on school property or school equipment 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.

#### For Grades PreK-5:

Punishment at the discretion of the administrator. The student's age/level of maturity or development should be considered in relation to the offense.



For Grades 6-12:

1. 1st Offense – parent conference, referral to school counselor and three (3) days suspension or other appropriate punishment at the discretion of the administrator
2. 2nd Offense – five (5) days suspension
3. 3rd Offense – assignment to alternative program

More severe punishment may be necessary in some cases.

**Rule 30-L: ATTENDANCE – Lowndes 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.

Attendance Related Level 0 – Lowndes Reported

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.

1. Attendance Related Level 1 - Any incident involving attendance

Offense Level 1 – Action must be State Reported Disposition – Includes Detention 2 Days, Corporal Punishment, ISS, OSS, Expulsion, Bus Suspension, Referral to Alt School, or Referral to Court.

**Rule 31-L: DRESS CODE VIOLATIONS Lowndes Reported**

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

1. Dress Code Violation Level 0 – Lowndes Reported - Minor

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.

1. Dress Code Violation Level 1 - Non-offensive or non-suggestive clothing, jewelry, book bags or other articles of personal appearance.
2. Dress Code Violation Level 2 - Offensive or suggestive clothing, jewelry, book bags or other articles of personal appearance.
3. Dress Code Violation Level 3 - Offensive or suggestive clothing, jewelry, book bags or other articles of personal appearance. Level 3 may be used for students that violate the school dress code policy three or more times during the same school year.

All Offenses – Action must be State Reported Disposition – Includes Detention 2 Days, Corporal Punishment, ISS, OSS, Expulsion, Bus Suspension, Referral to Alternative Program, or Referral to Court.

**Rule 32-L: ACADEMIC DISHONESTY-CHEATING – Lowndes Reported**

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

Academic Dishonesty Level 0 – Lowndes Reported

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

1. 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.

Academic Dishonesty Level 1 - Intentional receiving or providing of unauthorized assistance on classroom projects, assessments, and assignments

1. Academic Dishonesty Level 2 - Intentional plagiarism or cheating on classroom assignments or projects
2. Academic Dishonesty Level 3 - Intentional plagiarism or cheating on major exams or statewide assessments or project or the falsification of school records - includes forgery. Level 3 may be used for students that violate the school policy on academic dishonesty three or more times during the same school year.

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 Lowndes Reported**

Failure to comply with reasonable directions of a Lowndes County Schools employee when on the school grounds or during a school activity off school grounds.

Student Incivility Level 0 – Lowndes Reported

1. 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.

1. Student Incivility Level 1 - General disrespect or failure to follow instructions. Failure to comply with instructions or the inadvertent use of inappropriate language. May include but is not limited to general disrespect for school staff or students; profanity; failure to follow instructions.
2. Student Incivility Level 2 - Blatant insubordination; profanity directed toward school staff or peers; intentional misrepresentation of the truth
3. Student Incivility Level 3 - Blatant and repeated insubordination or intentional misrepresentation of the truth; three or more offenses in the same school year

All Offenses Level 1-3 – Action must be State Reported Disposition – Includes Detention two (2) Days, Corporal Punishment, ISS, OSS, Expulsion, Bus Suspension, Referral to Alternative School, and Referral to Court.



## **Rule 34-L: –DISTRACTING PARAPHERNALIA - Lowndes Reported**

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

First/Subsequent Offenses: 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 use or possession of any unauthorized item disruptive to the school environment.

1. Possession of Unapproved Items Level 1 – Possession of unauthorized items. Includes but is not limited to possession of toy, mobile devices, gadgets, personal items, gum, candy, etc; includes possession of pepper spray. Does not

include the possession of fireworks, matches, toy weapons, or other items that can be construed as dangerous

2. Possession of Unapproved Items Level 2 - Use of unauthorized items (i.e. toys, mobile devices, or gadget). Does not include the possession of fireworks, matches, toy weapons, or other items that can be construed as dangerous. Includes but is not limited to use of toys, mobile devices, gadgets, personal items, etc; includes the use of pepper spray without injury
3. Possession of Unapproved Items Level 3 - The use or possession of unauthorized items including but not limited to toy guns or other items that can be construed as dangerous or harmful to the learning environment; Includes the possession of matches, lighters, incendiary devices or fireworks. The use of matches, lighters, incendiary devices or fireworks should be coded as Arson; Level 3 should be used for students who display a pattern of violating the school policy related to unapproved items. Includes but is not limited to possession of matches, lighters, fireworks, bullets, stink bombs, CO2 cartridges; includes the use of pepper spray with injury.

All Offenses Level 1-3 – Action must be State Reported Disposition – Includes Detention two (2) Days, Corporal Punishment, ISS, OSS, Expulsion, Bus Suspension, Referral to Alt School, 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 criminal gang activity. 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.

1. Gang Related Level 2 - Wearing or possession of gang-related apparel; communicating either verbally or nonverbally to convey membership or affiliation with a gang. Possession or wearing of gang-related clothing, jewelry, emblems, badges, symbols, signs, or using colors to convey gang membership or affiliation; gestures, handshakes, slogans, drawings, etc. to convey gang membership or affiliation; committing any other illegal act or other violation of school policies in connection with gang-related activity.
2. Gang Related Level 3 - Soliciting students for gang membership, tagging or defacing school or personal property with symbols or slogans intended to convey or promote membership of affiliation in any gang; requiring payment for protection, insurance, otherwise intimidating or threatening any person related to gang activity; inciting other students to intimidate or to act with physical violence upon any other person related to gang activity. Level 3 should be used for students who display a pattern of violating the school policy related to gang activity.

Level 2: Three (3) to five (5) days Suspension. If activity involves physical harm, punishment may be administered to the fullest degree.

Level 3: Up to ten (10) days suspension; referral to law enforcement; possible referral for alternative placement; possible referral to Board of Education with recommendation for expulsion from Lowndes County Schools pursuant to the policies of the Lowndes County Board of Education.

### **Rule 36: REPEATED OFFENSES State Reported**

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

1. Repeated Offenses Level 1 - Collection of minor incidents
2. Repeated Offenses Level 2 - Collection of moderate incidents

3. Repeated Offenses Level 3 - Collection of severe incidents

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.

Such devices include those manufactured, distributed, marketed or sold as an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe, electronic hookah, vape pen, electronic nicotine delivery system or any cartridge or other components of the device or related product.

1. Electronic Smoking Device – Level 1 - Unintentional possession of an electronic smoking device.

2. Electronic Smoking Device – Level 2 - Use or knowledgeable possession of an electronic smoking device.

3. Electronic Smoking Device – Level 3 - Distribution and/or selling of electronic smoking devices: Level 3 may be used for students that violate school policy on electronic smoking devices three or more times during the same school year.

Up to ten (10) days suspension with possible referral to law enforcement; possible referral for alternative placement; possible referral to Board of Education with recommendation for expulsion from Lowndes County Schools pursuant to the policies of the Lowndes County Board of Education.

**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) – Level 3.

1. Violence Against A Teacher – Level 3 - Intentional physical attack against a teacher with the intent to cause bodily harm resulting in severe injuries or any physical attack against a teacher.

Mandatory disposition of ten (10) days suspension pending tribunal hearing with recommendation for expulsion from Lowndes County Schools pursuant to the policies of the Lowndes County Board of Education; referral to law enforcement.

**Rule 101: BUS MISCONDUCT**

Bus misconduct of a minor nature. See next section for dispositions for more serious bus misconduct infractions.

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



***“Seven Steps to Success***

- 1) Make a commitment to grow daily.***
- 2) Value the process more than the events.***
- 3) Don’t wait for inspiration.***
- 4) Be willing to sacrifice pleasure for opportunity.***
- 5) Dream big.***
- 6) Plan your priorities.***
- 7) Give up to go up.”***

**–John C. Maxwell**

**Rule 102: INAPPROPRIATE DISPLAY OF AFFECTION - Lowndes**

Inappropriate public display of affection (examples - hugging, kissing, sitting in laps).

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

**Rule 104: FORGERY - Lowndes**

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.

First/Subsequent Offenses: – 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 105: GAMBLING - Lowndes**

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

1. First/Subsequent Offenses: – 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 106: GIVING FALSE INFORMATION Lowndes**

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.

1. First/Subsequent Offenses: 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: FOOD AND LITTERING Lowndes**

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.

1. 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 - Lowndes**

All vehicles on campus must have a valid decal that is visibly hung from the rear view mirror. A new decal must be purchased each school year that you are a student at LHS 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.

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

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

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

Vehicles may be towed away at the owner's expense and Law Enforcement may be notified as deemed necessary.

**FOR LHS STUDENTS, PARKING DECALS CAN BE PURCHASED IN THE LOWNDES HIGH SCHOOL CAFETERIA DURING REGULAR LUNCH TIMES FOR \$25.00. THEY ARE AVAILABLE IN THE SCHOOL STORE. THERE IS A \$10.00 REPLACEMENT FEE FOR LOST DECALS.**

Additional parking and traffic rules can be found in the "LHS Student Parking and Traffic Rules and Regulations" form that must be read and signed by all student drivers and their guardians.

### **Rule 110: CUMULATIVE OFFENSES – Lowndes Reported**

Minor to moderate misbehaviors of a cumulative nature that could result in more serious violations and dispositions should the pattern(s) of misbehavior continue.

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

### **SCHOOL TRANSPORTATION/SCHOOL BUS DISCIPLINE INFRACTIONS**

Lowndes School bus riding is a privilege that may be limited or revoked by school officials. All students shall conform to bus rules and guidelines. Administrators should refer to the Student Code of Conduct and select the appropriate rule violation and the recommended disciplinary action for any misbehavior occurring on system transportation. In addition to the dispositions for the violation of the Student Code of Conduct, the following mandatory bus dispositions shall be imposed. The school administrator assumes the final responsibility for classifying the offense to the appropriate category.

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 any 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:**

- Refusing to obey driver
- Throwing items on, around, or off the bus
- Improper boarding or debarking 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:**

1. **1<sup>st</sup> Offense:** Driver documents and verbally warns student
2. **2<sup>nd</sup> Offense:** Driver documents and administrator conferences with student and contacts parent by phone or letter
3. **3<sup>rd</sup> and Additional Offences** – Bus suspension as follows:



### Grade Level

	PK - 5 <sup>th</sup> Grade	6 <sup>th</sup> – 12 <sup>th</sup> Grade
3 <sup>rd</sup> Offense	1 – 3 Days	5 Days
4 <sup>th</sup> Offense	5 Days	10 Days
5 <sup>th</sup> Offense	10 Days	15 Days
6 <sup>th</sup> Offense	15 Days	ROY*
7 <sup>th</sup> Offense	ROY*	

\*Rest of Year

### Level 2 - Misbehaviors that warrant immediate bus suspension:

- Fighting
- Severe profanity/offensive language/gestures
- Possession or use of tobacco
- 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, 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 a law enforcement officer will be considered a Level 2 offense

### Consequences for Level 2 Offenses:

Automatic bus suspension includes any OSS days assigned.

Grade Level		
	PK - 5 <sup>th</sup> Grade	6 <sup>th</sup> – 12 <sup>th</sup> Grade
1 <sup>st</sup> Offense	5 Days	10 Days
2 <sup>nd</sup> Offense	10 Days	15 Days
3 <sup>rd</sup> Offense	15 Days	ROY*
4 <sup>th</sup> Offense	ROY*	

\*Rest of Year

### Level 3 - Misbehaviors that are criminal law offenses include 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

### Consequence for Level 3 Offenses:

Automatic bus suspension indefinitely

OCGA 20-2-751.4 requires that a meeting shall be held between appropriate school district officials and the parent or guardian of any student found to have engaged in bullying, physical assault, or battery on a school bus for the purpose of forming a school bus behavior contract for the student. The contract must provide for progressive age-appropriate discipline, penalties, and restrictions for student misconduct on the school bus.

### ACADEMIC HONOR ROLL

The standard reporting period for all grades is 9 weeks.

### Grades 3-8:

- Must have an overall grade point average of 90 or above in all subjects with no grade below a 70.

### Middle School Honor Roll with Distinction:

- Must have a grade point average of 95.
- Grades in each subject area must be a 90 or above.

### For grades 9-12:

- Must have a grade point average of 90 or above with no grade below a 70 in any subject.

### LOWNDES COUNTY SCHOOLS ACCEPTABLE USE AGREEMENT (STUDENTS)

Technology is an integral part of the learning experiences in the Lowndes County Schools. Students will use these resources to acquire knowledge, to seek, evaluate, and create information, and to communicate and collaborate with others. The use of the system's computers and network is a privilege that requires each student to act responsibly. The student shall be accountable for any violations of this Acceptable Use Policy, as they would be for any other classroom disciplinary incident. A student and his/her parents shall be responsible for damages resulting from a violation of this policy and shall be liable for costs incurred for service or repair.

Students have no expectation of privacy in their use of and storage on Lowndes County Schools' network or on any online storage solution provided by the school system. Any access from a school computer, including internet browsing and use of electronic mail, is subject to monitoring and may be visible through routine maintenance. Monitoring and maintenance may

lead to the discovery that the user is violating this use policy and implementing regulation, other Lowndes County Schools' policies, or the law. Such violations will be reported and appropriate action taken.

With the permission of the school administration and classroom teacher, the student may use a personal computing device at school for instructional purposes and connect to the wireless network. Use of this personal device will be governed by this Acceptable Use Policy. Upon reasonable suspicion that the student has violated this AUA or the Student Code of Conduct, the device may be confiscated by a staff member and examined by an administrator in accordance with local board policy and state and federal law.

**Bullying** - Lowndes County Schools has adopted policies prohibiting bullying. Students should not use personal or school-owned technology resources to threaten, harass, or intimidate others. Prohibited behaviors include, but are not limited to:

- **Cyberstalking** or engaging in conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed or about a specific purpose, causing substantial emotional distress to the victim.
- **Cyberbullying** or the willful, hostile, and repeated harassment and intimidation of a person through the use of digital technologies, including, but not limited to, email, blogs, social networking websites, chat rooms, texts, and instant messaging
- The use of cameras or camera phones to take embarrassing photographs or videos

of students or school employees and posting them online

- Sending abusive or threatening text messages or instant messages
- Using websites to circulate gossip and rumors to other students

Bullying and its consequences are described in the Student Code of Conduct (JCDA) and LCBOE Bullying policy (JCDAG).

### **Notice on Web Filtering**

Lowndes County Schools will take measures to filter and monitor resources and information accessed through its information and data systems. Although a conscious effort will be made by professionals to deter the access to materials that are inappropriate for the educational setting, no safeguard is foolproof. The user is responsible for not seeking or initiating access to inappropriate material.

### **Expectations**

The student **SHALL**:

- Login to the Lowndes County Schools network using his or her assigned username and password (when a username and password have been provided to the student).
- Refrain from sharing personally-identifying information, such as address or phone number, when posting on any wiki, blog, or other web-based tool provided or authorized by Lowndes County Schools, and students in grades K-5 shall not post their last names in such posts.
- Give credit for information and images found through internet research when used in a class project or paper.
- Create original images or use public domain or Creative Commons licensed images in class projects.
- Notify the teacher or media specialist if he or she inadvertently browses to an inappropriate site on the internet.
- Use a school-system provided email account only for instructional purposes and as directed by his or her teacher (if provided with an e-mail account by the school system).
- Ensure that any computing devices or storage media they bring in from outside

the school are virus free and do not contain any unauthorized or inappropriate files.

The student **SHALL NOT**:

- Use the school system's computer hardware, network, or Internet link in a manner that is inconsistent with a teacher's directions and generally-accepted network etiquette
- Seek or initiate access to inappropriate material on the internet, including (but not limited to) abusive, obscene, sexually-oriented material, or hate speech
- Use the school computers or network for illegal activity, such as copying or downloading copyrighted software, music, or images, or for violation of copyright laws
- Purposely bring on premises or infect any school computer or network with a virus, Trojan, or program designed to damage, alter, destroy or provide access to unauthorized data or information
- Gain access or attempt to access unauthorized or restricted network resources or the data and documents of another person, nor will the student alter or delete the data belonging to others or to the school system
- Use or attempt to use the password or account of another person or use a computer while logged on under another user's account
- Use the computer of a teacher, administrator, or other staff member without permission or supervision
- Use the school's computers or network while access privileges have been suspended.
- Alter or attempt to alter the configuration of a computer, network electronics, the operating system, or any of the software.
- Vandalize, disconnect or disassemble any network or computer component.
- Utilize the computers and network to retrieve information or run software applications not assigned by their teacher or inconsistent with school policy.
- Provide another student with user account information or passwords.

- Bring on premises any computer, disk or storage device that contains a software application or utility that could be used to alter the configuration of the operating system or network equipment, scan or probe the network, or provide access to unauthorized areas or data.
- Download, access via e-mail or file sharing, or install any software or programs not specifically authorized by Technology Department personnel.
- Bypass or attempt to circumvent network security, virus protection, network filtering, or policies (VPN).

### Violations

Violations of any of the provisions of this use and implementation policy will result in restricting or discontinuing a user's use of Lowndes County Schools' technology and may result in other disciplinary and/or legal action.

For students, disciplinary action will be tailored to meet the specific violation. If the violation also involves a violation of other Lowndes County Board of Education policies or implementing regulations, including policy JCDA – Code of Student Conduct, the violation will be handled in accordance with the discipline measures recommended by that other policy or regulation. Lowndes County Schools will fully cooperate with local, state, and federal officials in any investigation concerning or relating to any illegal activities conducted through the district's technology, as permitted or in compliance with federal and state laws.



Lowndes County Schools has adopted Google's G Suite for Education (formerly called Google Apps for Education) to provide free online communication and productivity tools for students and teachers. G Suite for Education accounts are created for all students in grades K-12. With G Suite accounts, students can create documents, spreadsheets, and presentations anywhere they have internet connection. Students will be able to share to their teachers and collaborate with their peers, working together on class assignments at school or at home. G Suite is one tool we hope to use to

develop in all of our students the key 21st century skills of communication, collaboration, creativity, and critical thinking.

We are providing this notification to the parents of children 12 and younger so that the system can be compliant with the Children’s Online Privacy Protection Act (COPPA). The only information the school system transfers to Google in the creation of student accounts is the child’s first name, last name, and expected graduation year. Google is a signatory of the Student Privacy Pledge.

(<https://studentprivacypledge.org/>) and provides an overview of its commitment to student security and privacy at this site: <https://www.google.com/edu/trust/>.

### G Suite for Education Core Services

The G Suite for Education Core Services (“Core Services”) are Gmail, Calendar, Classroom, Contacts, Drive, Docs, Forms, Groups, Keep, Sheets, Sites, Slides, Meet, and Vault. For G Suite for Education users in primary and secondary (K-12) schools, Google does not use any personal information (or any information associated with an G Suite for Education Account) to target ads, whether in Core Services or other Google services while using an G Suite for Education account.

#### Student Email

Access to student email (Gmail) will be made available at the request of each school’s leadership. School leadership will communicate guidelines and expectations for email use to students and their parents. The system uses various tools that scans Google Mail for language indicating bullying or self-harm. The YouTube and Google TakeOut applications are services outside of the G Suite Core Services which require parental permissions for students under the age of 18. Students may use YouTube as part of their instruction to upload and edit videos to create presentations related to classwork. Google TakeOut is a service that allows students to export their documents and email from the GSuite Domain when they graduate or otherwise end their attendance in Lowndes County Schools.

Access and use of G Suite is a privilege. The district maintains the right to withdraw access when there is reason to believe violations of the

law or district policies have occurred. The alleged violation will be referred to the principal for further investigation. Pending review, a user account may be suspended as part of such action.

Parents who object to their child using G Suite for Education and/or YouTube and Google TakeOut must contact their child’s principal in writing within ten (10) days of the student’s enrollment.

#### 1:1 Chromebook initiative:

The use of the Lowndes County School System’s computers, chromebooks, other electronic devices, and the network is a privilege that requires each student to act responsibly. In situations where devices are assigned to students for home use, the student and student’s family will be responsible for any damages and the return of the device. For any system devices that are taken home, parents/students will have the ability to purchase Chromebook insurance each year. Schools will provide repair and replacement costs per their respective student device agreement. Students will also be accountable for any violations of the 1:1 chromebook initiative agreement and the acceptable use policy outlined by the Lowndes County School System and the student’s school.

### 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 Lowndes alternative Program will **NOT** be transported by LCS transportation services if they have the following violations:

- Weapon Offenses
- Illegal Drugs/Alcohol Offenses
- Sexual Offenses
- Physical Violent Offenses
- Gang Related Offenses

Students assigned to Lowndes Alternative Program for lesser offenses than listed above are eligible for transportation services by LCS unless they violate bus disciplinary rules. The bus disciplinary policy for Lowndes Alternative Program will be as follows:

1. First bus referral – student will receive 10 days bus suspension.
2. Second bus referral – students will be suspended from bus the rest of the school year.

## CHRONIC ILLNESSES

Students with chronic illnesses will be referred to the Student Support Team to determine appropriate services.

## COMPULSORY SCHOOL ATTENDANCE (BOARD POLICY JBD) School Absences

Compulsory school attendance is required of all children between the ages of six and sixteen residing within the State of Georgia. The responsibility for ensuring the regular attendance of a school age child lies with the parent, guardian, or other person with whom the child resides (O.C.G.A.20-2-690.1).

In an effort to improve student attendance, Lowndes County Schools has established procedures to address student absences from school. Through the combined efforts of the building level principal, classroom teachers, parents/guardians, school system social workers, local law enforcement officials and the Southern Judicial Circuit, the goal to improve student attendance will be achieved. It is not the desire of Lowndes County Schools that students attend school when ill; however, there is a direct relationship between school attendance and academic performance. Therefore, every reasonable attempt should be made for students to attend school to help ensure their academic success.

### Lawful Absence from Class/School

As permitted under Georgia state law and Georgia State Board of Education policies, a student's absence, tardy or early checkout may be excused for the following reasons:

1. Personal illness or when attendance in school would endanger a student's health or the health of others;
2. Serious illness or death of an immediate family member;
3. Mandated absence by order of governmental agencies, including pre-

induction physical examinations for service in the armed forces;

4. Observing religious holidays, necessitating absence from school;
5. Conditions that render attendance impossible or hazardous to one's health or safety;
6. Registering to vote or voting, for a period not to exceed one day; and
7. Reuniting of families between military deployments, not to exceed five days.

**NOTE:** For school attendance purposes, students shall be counted present when they are in attendance at least one-half of the instructional day or serving as pages of the Georgia General Assembly.

### Absences Requiring Medical Documentation

In the event that a student's personal illness or attendance at school endangers a student's health or the health of others, the school may require the student to present appropriate medical documentation upon return to school for the purpose of validating that the absence is an excused absence.

In the event that a student has 10 or more absences for health reasons, the school requires a physician's excuse in order to consider the absence as an excused absence.

Parents are encouraged to be proactive in communicating with their child's school when there is an unusual attendance pattern expected.

The following procedures will be utilized in addressing an accumulation of unexcused and/or excused student absences and/or tardies/early checkouts:

- System approved letters are mailed that include the Georgia Compulsory Attendance Law (O.C.G.A. 20-2-690.1). Instructions are included in each letter. Upon the generation of each letter, the principal and attendance officer will be notified.
- Absences do not accumulate beyond the current school year.
- School days missed as a result of out of school suspensions will not count as unexcused absences for the purpose of determining truancy.

**NOTE:** LCS complies with the Lowndes County Juvenile Court Protocol Agreement for Truancy in Schools. A referral to the Truancy Intervention Program (TIP), juvenile court, state court, magistrate court, and/or the Department of Family and Children Services (DFCS) may be made in lieu of the outlined procedures. Protocol changes that occur during the school year will be posted on the website.

### **UNEXCUSED STUDENT ABSENCES**

1. Students are required to provide written excuses for absences in accordance with Board Policy JBD. The principal of each school will designate a person or persons who are to maintain a record of students' excused and unexcused absences. Written notes explaining the reason for the student absence are to be retained until the end of the school term.
2. Teachers must maintain timely and accurate attendance records that reflect absences as excused or unexcused. For an absence to be excused, a dated and signed note from the physician or parent/guardian or an e-mail from a verified parent/guardian account must be sent to the student's homeroom teacher explaining the reason for the absence within three (3) school days of returning to school.
3. The school system will notify the parent, guardian or other person who has control or charge of the student when such student has five unexcused absences. The notice will outline the penalty and consequences of such absences and that each subsequent absence will constitute a separate offense.
4. Prior to commencing judicial proceedings to impose a penalty for violating compulsory school attendance law, the school system shall send a notice by certified mail return receipt requested.
5. By September 1st or within 30 school days of a student's enrollment, the parent, guardian, or other person having control or charge of the student must sign a statement indicating receipt of the written statement of possible consequences and penalties. After two reasonable attempts by the school to secure such signatures,

the school shall be considered in compliance with this requirement.

6. In addition, students age ten or older by September 1st must sign a statement indicating receipt of written statement of possible consequences for non-compliance to the local system's policy.
7. After a student has five or more unexcused absences, the school designee or SRO may refer a parent to the *Magistrate Court for warrant and* to the Solicitor General for prosecution under the Georgia Compulsory School Attendance statute if it is suspected that the parent or guardian is the cause of the student's absence. At the State Court's discretion, parents may receive a fine of not more than \$100, up to 30 days confinement in jail, community service, or any combination for each offense.
8. Additional actions may include but are not limited to:
  - Referral to the Truancy Intervention Program
  - Juvenile court CHINS complaint
  - DFCS referral
9. If the parent or guardian has previously attended TIP, a second referral to the program may be forfeited and criminal prosecution may be initiated.

### **EXCUSED/UNEXCUSED COMBINED ABSENCES**

1. Upon a student's 10th absence, whether excused or unexcused, a parent or guardian will be notified. The school district attendance officer or their designee may also make contact with the student and the parent or guardian at home. Medical documentation is required for any additional absences.
2. Upon a student's 15th absence, whether excused or unexcused, a referral may be made to TIP or DFCS unless extenuating medical conditions exist.

### **TARDIES AND EARLY CHECKOUTS**

1. Upon a student's 15th tardy/early checkout and notification by letter, the parent/guardian is to contact the school designee to discuss the student's attendance. A TIP referral may be made.

2. Subsequent tardies/early checkouts may result in a referral to TIP, and/or DFCS.
3. Grades 9-12: Students checking out during the school day will need to provide a doctor's note in order to return to school on the same day.

## STUDENT COMPLAINTS & GRIEVANCES

The Board has established procedures to provide a formal method for the resolution of any grievance concerning the treatment of students by district personnel, if the treatment is alleged to violate either district policy or student legal rights. These formal procedures should not be used unless informal conferences with the appropriate teachers and principal do not resolve the matter. For specific information on these procedures, ask the school principal.

## STUDENT REPORTING OF ACTS OF SEXUAL ABUSE OR SEXUAL MISCONDUCT

- (a) 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.
- (b) 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.
- (c) 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 in writing, if requested, to a child welfare agency providing protective services, as

designated by the Department of Human Resources, 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.

## STUDENT DRESS CODE & APPEARANCE

In order to maintain an appropriate climate for learning, the following dress code has been established for Lowndes 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.

### Pre-Kindergarten - 12th Grade

- Clothing, hairstyle and color, jewelry, tattoos, including temporary tattoos, body carvings, face paintings, or hand-carried items may not distract from the normal learning environment of any Lowndes County School.
- Clothing articles, jewelry, bags, and other items brought onto school property must be clean and not create a safety or health hazard.
- Jewelry, clothing, or any article that can be used as a weapon may not be brought onto Lowndes County School property.
- Jewelry piercing the nose, lips, tongue, and other facial areas will not be worn.
- All students must maintain appropriate hygiene standards (i.e., free of excessive body dirt, grease, oils, odor, etc.).
- 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, picks, and combs will not be worn in the hair.
- Head coverings (e.g. hats, caps, scarves, sweatbands, or hoods affixed to other articles of clothing), gloves, sunglasses, and ski masks will not be worn on campus during the school day.
- Facial coverings are optional. At any time, based on CDC guidance, the Lowndes County Board of Education may issue a requirement to wear facial coverings. Prior to such decision, all stakeholders will be notified.
- 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.
- It is suggested that the student's name be affixed to removable clothing articles (i.e., coats, gloves, and caps).



### 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.
- Strapless garments are not allowed.
- Tights and similar items may only be worn under pants, skirts, shorts, dresses, and jumpers that meet the dress code requirement.
- Discretionary intervention by school administration may be used in determining the appropriateness of attire.

### 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 Lowndes County Schools.
- Discretionary intervention by school administration may be used in determining the appropriateness of attire.

### 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.
- Discretionary intervention by school administration may be used in determining the appropriateness of attire.

### Shoes

- Must be worn at all times.
- Must be in good repair.
- Cleats, taps, spurs, 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.
- No footwear with wheels affixed to the sole of the shoe. Ex: Heelies
- Discretionary intervention by school administration may be used in determining the appropriateness of attire.

### Not Permitted (All Grades)

- Bandanas
- Spandex
- Cut-offs
- An undershirt, worn as an outer shirt
- Discretionary intervention by school administration may be used in determining the appropriateness of attire.

### Lowndes Alternative Program

The Lowndes Alternative Program has a separate dress code, which is given to students upon transfer into the program and is posted on the Lowndes High School website.

## ELECTRONIC COMMUNICATION DEVICES

Realizing the role of cell phones and electronic devices have come to play in everyday life, possession of these devices by a student on campus is acceptable within the guidelines set forth by Lowndes County Schools. A student may possess a cell phone, tablet, or other electronic devices on school property or during school activities as long as the device is out of sight and turned off. Wearable electronic devices (e.g., smart watches, Fitbits, etc.) are allowed to be worn but must not chime during the school day. The student is prohibited from using the device during the instructional day unless specifically directed by the teacher for instructional purposes. **During testing events, students and staff must adhere to the protocols outlined by the testing agency and/or the test examiner.**

Lowndes County Schools is not responsible for the theft, loss, or damage to electronic devices brought onto its property or during field trips.

## EMERGENCY CLOSING OF SCHOOLS PROCEDURES

The superintendent, under the advisement of the Board of Education Chairman or Vice-chairman, may close, delay opening, or order early or late dismissal of schools in the event of hazardous weather, epidemics, or other emergencies which threaten the safety or health of students or staff members.

### All Day School Closing

The decision to close one or all schools in the system for an entire day will be made prior to 5:00 AM that day, so there is adequate time to notify all parties. The superintendent must decide if the closing shall apply to all facilities, all students, and all staff or certain employees or schools. Example: No one reports to work; only the administrative staff reports to work; all certified staff reports to work, etc.

### Partial Day School Closing

The same procedures for all day school closing shall apply to partial day school closing, with exceptions as noted below. Any decision for partial day closing must be made so that adequate time is given for notification to all parties involved. A decision must also be made, in conjunction with the transportation director on how to handle the transportation pick-up and drop-off system in the event of any partial day closing. Procedures for communicating partial day closing are the same as for all day closing.



### Emergency Plans

An Emergency Preparedness Plan is prepared by the principal and school staff to deal with emergencies, either natural or man-made.

### Notification of School Closings

Should schools unexpectedly close, parents and guardians will be notified through the following: district website, districtwide callout, news media (TV, radio, and newspaper), and the system's official social media accounts.

## EQUAL EDUCATION OPPORTUNITY NON-DISCRIMINATION NOTICE

The Lowndes County Schools (LCS) does not discriminate on the basis of sex, age, race, disability, religion, or national origin in its programs or activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Assistant Superintendent Rodney Green  
1592 Norman Drive - Valdosta, GA 31601  
229.245.2250

State law prohibits discrimination based on gender in athletic programs of local school systems (Equity in Sports Act, O.C.G.A. 20-2-315). Students are hereby notified that LCS does not discriminate based on gender in its athletic programs. For inquiries or complaints concerning sports equity, contact Owen Prince, sports equity coordinator, at 229.245.2250.

### Complaint Procedure:

Federal Programs Complaint Procedure (Title I-A, Title I-C, Title II, Title III, Title VI, Title IX and Title X (McKinney Vento Act)

Any individuation, organization or agency may file a complaint with the Lowndes County Schools (LCS) if they believe and allege that LCS is violating a federal statute or regulation regarding ESSA. The complaint must allege a violation that occurred not more than one (1) year prior to the date the complaint is received unless a longer period is reasonable because the violation is considered to be systemic or ongoing. A written complaint should be addressed to: Lowndes County Board Of Education, Attn. Federal Projects Director, 1592 Norman Drive, Valdosta, Georgia 31601.

## ESSA (Every Student Succeeds Act) PARENT NOTICE

In compliance with the requirements of ESSA, Lowndes 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;
- 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.

Local educational agencies are required to notify parents if a teacher who is not highly qualified is teaching their child a core academic content course. Parental notification is required if a teacher who is not highly qualified teaches their child for four consecutive weeks or more. Parental notification is not required for teachers who are not teacher of record for core academic subjects. Parent notification is not required for paraprofessionals who are not highly qualified. Please note that effective the 2006-2007 school year, the parent notification requirement applies to teachers who teach core academic content subjects in Title I and Non-Title I schools and programs.

The Ethics Division of the Professional Standards Commission is responsible for enforcing the Code of Ethics for Educators in Georgia. Standard 4 of the Code states: An educator shall exemplify honesty and integrity in the course of professional practice. Unethical conduct as it relates to ESSA includes but is not limited to, falsifying, misrepresenting or omitting:

- professional qualifications of teachers reported to as highly qualified;
- information notifying parents that they may request information regarding the teacher's professional qualifications;
- information notifying parents if a teacher who is not

highly qualified is teaching their child a core academic content course;

- information submitted to federal and state governmental agencies; and
- information submitted in the course of professional practice

## EXTRA-CURRICULAR ACTIVITIES

Lowndes County Schools provides a broad range of opportunities for students to participate in extra and co-curricular activities. These organizations accommodate a wide range of student interests and talents, and our fine arts, athletics, and special interest organizations are consistently recognized on region, state and national levels.

Students suspended or expelled may not participate in or attend school-sponsored activities until they have completed their suspension. According to Georgia High School Association guidelines, students may not participate in GHSA-sponsored activities while attending alternative program for disciplinary reasons.

*Only participants of after school activities may stay on campus beyond the hours of supervision. Parents are expected to arrive on time to pick up students involved in after school activities.*

**Only participants of after school activities may stay on campus beyond the hours of supervision. Parents are expected to arrive on time to pick up students involved in after school activities.**

## STUDENT ORGANIZATIONS (BOARD POLICY JHC)

Lowndes County Schools recognizes the importance of student involvement in school-sponsored clubs and organizations, which offer students an opportunity to learn and expand their knowledge base, as well as, develop leadership skills and the ability to work effectively with groups. The School District also encourages involvement and participation of parents/guardians and realizes the importance of effective and timely communication regarding potential opportunities available through student clubs.

Accordingly, principals will ensure that the School System's standard procedures for notification of all parents/guardians at the beginning of each school year regarding all school-sponsored clubs and organizations available for students enrolled in their respective schools are followed. A complete list of school clubs will be posted on the schools' website and copies available upon request.

Additionally, as part of the notification process, principals will ensure that parents/guardians are provided with the opportunity to withhold permission, in writing, relative to participation of their student in all, or selected, school clubs or organizations. Participation in school-sponsored clubs and organizations constituted after the notification process at the beginning of each school year will also require parent notification and written permission prior to student participation.

School extracurricular activities, organizations or clubs for purposes of this policy are those that are supervised or sponsored by a school system employee designated by the principal and that meet in school facilities.

## FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)

Confidentiality of student records shall be preserved while access is provided to parents, eligible students (those over 18 years of age or enrolled in postsecondary institutions), professional educators with legitimate educational interests, and those federal or state officials whose access is authorized in connection with an audit or evaluation of federal or state supported educational programs or for the enforcement or compliance with federal legal requirements related to those programs. The superintendent shall direct the publication of procedures through which parents or eligible students may request the correction of errors in students records.

The Board of Education designates the following information as "directory information:"

- Student's Name
- Address
- Telephone Listing
- Photograph
- Date of Birth

- Grade Level
- Teacher, Coach, or Advisor Assignment
- Participation in officially recognized activities or sports
- Weight and height of members of athletic teams
- Honors and Awards Received

Unless a parent or eligible student makes a written request to the principal of the school where the student is enrolled within ten (10) days of enrollment that such information not be designated directory information on the individual student, such information will not be considered confidential and may be disclosed upon request.

Student' records shall be provided to schools within or outside the school district upon request where a student is enrolling in accordance with the Georgia Board of Education Rule 160-5-1-14, Transfer of Student Records.

### **Procedures for Obtaining Access to Student Records**

Any parent whose parental rights have not been specifically revoked by court order, any guardian, or any individual acting as a parent in the absence of a parent or guardian may inspect the education records of his or her child. Generally, a parent will be permitted to obtain a copy of education records of his or her child upon reasonable notice and reasonable payment of copy costs.

With the exception of directory information as defined above, personally identifiable information will not be released by the school system from an education record without prior written consent from the parent or eligible student, except where authorized by federal law. These circumstances include, but are not limited to:

- Disclosures will be made to school administrators, teachers, or other professional employed or associated by the school system who have some role in evaluating or educating the student.
- Records will be sent to a school where the student has enrolled upon request of the institution.

- Disclosures will be made to federal or state officials in connection with the audit of educational programs.
- Disclosures will be made in connection with financial aid applications of the student to determine the eligibility for and amount of aid as well as the enforcement of the terms and conditions of financial aid.
- Disclosures will be made to comply with state law. Internal Revenue Service laws and regulations, judicial orders, or lawfully issued subpoenas. Unless otherwise required by a judicial order or federal grand jury subpoena, a reasonable effort will be made to notify parents or students in advance of such disclosures.
- Disclosures will be made to organizations conducting studies on behalf of or by educational institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction.
- Disclosures will be made to accrediting institutions to carry out their accrediting function.
- Disclosures will be made in connection with a health or safety emergency.
- Disclosures will be made to the Attorney General of the United States or to his or her designee in response to an ex parte order in connection with the investigation or prosecution of terrorism crimes specified in 18 U.S.C. 2332(b)(5)(B) and 2331. Each records custodian in the school district shall maintain a record of each request for access to and each disclosure of personally identifiable information from the educational records of a student in accordance with regulations governing the act.

A parent of an eligible student who believes his or her record contains an error may request its correction by submitting a written explanation of the error and the basis for believing it to be in error to the principal or his or her designee, who shall investigate and determine whether or not to amend the record. If the matter cannot be thus resolved, a parent or eligible student may request a hearing pursuant to federal regulations at 34 C.F.R. 99,21-99.22 as well as applicable state regulations. If the hearing results in a

determination that the record contained erroneous information, it shall be corrected and the parent or eligible student shall be informed in writing of the correction; if the information contained in the record is determined to not be erroneous, the parent may place a statement in the record commending upon the contested information and stating basis for disagreement. The statement shall thereafter be disclosed whenever the portion to which it relates is disclosed.

Even though rights under FERPA transfer from the parents to the student at the age of 19, a school may disclose a student's education records, without the consent of the student, if the student is a dependent for tax purposes. Neither the age of the student nor the parent's status as a custodial parent is relevant. If the student is claimed as a dependent by either parent for tax purposes, then either parent may have access under this provision.

## FIELD TRIPS

### **The Student Code of Conduct is applicable and enforced on all school field trips.**

Principals reserve the right to determine student participation in field trips due to excessive behavior problems.

District provided transportation is available for students, staff, and designated chaperones. Students must ride the district provided vehicles to the field trip destination. Students are not allowed to drive their personal vehicles on school sponsored field trips. Students may ride home from the field trip event with his/her parent. Parents must see the administrator or teacher on duty to lawfully sign out the student.

Any exceptions to the field trip regulations must be approved by the superintendent or designee prior to the trip.

### **OVERNIGHT FIELD TRIPS**

Lowndes County Schools provides extracurricular activities at all schools. Sometimes these activities will include travel and overnight trips. Students are not allowed to use spas or swimming pools during LCSS sanctioned field trips. There is an expectation of behavior on these trips. First and foremost, these activities are school functions and school rules apply at all times. Answers to any questions concerning the school rules can be

found here in the LCS Student & Parent Handbook. Students who break these rules on school trips may be sent home at their parent's/guardian's expense. All bags, luggage, etc. belonging to students on these trips are subject to search at any time by certified school personnel. Students who choose to break school rules while on these trips will be subject to disciplinary action and dispositions according to this handbook.

## FLOWERS & BALLOONS

Balloons are prohibited on all Lowndes County School buses. Delivery of flowers, balloons and other gifts to school for Valentine's Day is also prohibited.

## GEORGIA STUDENT HEALTH SURVEY 2.0

The Georgia Student Health Survey 2.0 (GSHS 2.0) is an anonymous, statewide survey instrument developed by the Georgia Department of Education and in collaboration with the Georgia Department of Public Health and Georgia State University. The GSHS 2.0 identifies safety and health issues that have a negative impact on student achievement and school climate. The survey is given to students in grades 3 – 12.

Participation in this survey is completely voluntary. If you would prefer that your child not participate, please inform the school in writing. A copy of the questionnaire is available on our website or at the front office if you would like to review its content.

To gather this information, the state of Georgia uses the Georgia Student Health Survey 2.0 in all school systems in grades 6-12. Participation in this survey is completely voluntary.

The survey will be given to students in grades 6-12. If you prefer that your child not participate, please inform the school, in writing. A copy of the questionnaire is available at the office if you would like to review its content.

## HEAD LICE PROCEDURE

Students may be checked for lice at any time. Parents are encouraged to check children at home weekly if there is a reason to do so. If your child is found to have head lice:

- You will be called to pick up your child.
- A letter will be mailed or given to you in person. The letter will include procedures for treatment and prevention of reinfection.
- For school readmission, proof of no lice and nits must be presented in the form of documentation from a physician or public health agency.
- Under normal circumstances, no more than three (3) days from school should be missed due to head lice. With prompt treatment and nit removal, children should be able to return to school the next day.

## HOMELESSNESS

The McKinney-Vento Homeless Assistance Act of 2001 (Title X, Part C of the No Child Left Behind Act - Sec 725) reauthorized in December 2015, ensures educational rights and protections for children and youth experiencing homelessness. For assistance, contact your school's social worker or the Lowndes County Schools' district liaison located at the Board of Education.

***“Tell me and I forget. Teach me and I remember. Involve me and I learn.”***

**–Benjamin Franklin**

## HOSPITAL/HOUBOUND SERVICES

Students must be enrolled in LCS prior to requesting Hospital/Homebound (HHB) services. The parent/guardian should contact the school HHB coordinator for information and an application. Upon receipt of the complete HHB application, the school coordinator will send all required documentation to the central office. The central office designee will review the application and determine if the student is eligible to receive HHB services. To be eligible to receive services,

the student must have a medical and/or psychiatric condition that is documented by a physician licensed in the State of Georgia. Only a psychiatrist may submit a medical request form for an emotional or psychiatric disorder and the disorder must be listed in the latest edition of the Diagnostic and Statistical Manual (DSM). The referring physician must be the treating doctor for which the student is requesting HHB services. The student must be anticipated to be absent from school for a minimum of ten (10) consecutive school days or for intermittent periods of time anticipated to exceed ten (10) school days during a school year.

At Lowndes High School, the minimum anticipated absence is reduced to five (5) consecutive or intermittent days during a semester. Students who have contagious diseases will not be provided services until the licensed physician certifies that the student is no longer infectious.

Students approved for intermittent HHB services must be absent for three consecutive school days on each occurrence before HHB services will be provided. Additional criteria apply. Information and criteria can be provided by the school HHB coordinator.

## HOURS OF SUPERVISION

The hours of supervision for elementary students are from 7:30 am to 3:00 pm, middle school students are from 7:30 am to 3:30 pm, and high school students are from 7:45 am to 3:45 pm. Students should not be left unattended outside of the school's hours of supervision.

Only participants of after-school activities may stay on campus beyond the hours of supervision. Parents are expected to arrive on time to pick up students involved in after-school activities.

## 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 and the child's records.

## INTERVIEWING, PHOTOGRAPHING, & VIDEOTAPING OF STUDENTS BY STAFF OR NEWS MEDIA

Students may be photographed, videotaped, or interviewed by the news media or by school officials at school or a school activity or events (during the 2021-2022 school year). Such photographs, videotapes, and interviews may be published, including internet publication. If you as a parent/guardian object to your student being photographed, interviewed, videotaped, or the display of their work, the objection must be presented in writing to the principal of the school where your student is enrolled within 10 days after the student's enrollment date.

## INSTRUCTIONAL MATERIALS

The Lowndes County Schools System carefully evaluates digital and non-digital materials that are used for ongoing instruction. This review and recommendation process includes parent notice through the system website and the opportunity for public review and comment prior to adoption. The system also confirms that any online resource approved for ongoing instruction meets federal COPPA requirements and the data privacy and security standards described in the Georgia "Student Data Privacy, Accessibility, and Transparency Act." A list of these locally-approved instructional materials is maintained on the system website.

## INTERROGATIONS & SEARCHES

The principal (or representative) of each school has the authority to conduct reasonable interrogations and searches of students.

**Searches:** The district endeavors to provide a safe and secure environment for all students. The Board authorizes reasonable searches of students performed by authorized school officials. Searches based on reasonable suspicion may proceed without hindrance or delay, but they shall be conducted in a manner which ensures that students are not arbitrarily stripped of personal privacy.

**Reasonable Suspicion** shall exist where a particular student is:

1. Observed by school officials or employees to be in possession of drugs or other improper goods or substances such as: alcohol, stolen property, weapons, other dangerous substances, instrumentalities or contraband or learning, the following dress code has been established for Lowndes 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.
2. Appears to be acting suspicious or in such an unusual manner as to suggest the likelihood of such possession or
3. Where reliable sources report to school officials any of the matters referred to in (1) or (2).

**School Property:** Property: School lockers, desks, and other school property shall be subject to inspection by school authorities at all times. Students are advised that the school has reserved this right.

**Student Searches:** Searches of students and their personal property (including vehicles) shall be conducted by the school officials without the aid of law enforcement officers, except in unusual circumstances. All individual searches shall be conducted based on reasonable suspicion.

**Search of Vehicles & Lockers:** All student lockers and vehicles located on campus shall be subject to random searches.

## MAKE-UP WORK

Students shall be permitted to make up work upon returning to school when absences are unexcused or excused if the request to make up work is initiated by the student or parent within three (3) days of returning to school. Assignments given prior to absences are due upon the student's return to school. In cases of excessive unexcused absences, the administration may disallow make up work. Out of school suspension is considered an excused absence.



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

1. Absences are justified and validated for excusable reasons.
2. Make up work for excused absences was completed satisfactorily (complete, on time, and to the teacher's satisfaction) within five (5) days unless an extension is approved by the principal.

## OBSERVATIONS AND VISITS

### Parent/Guardian Observations and 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 and guardians are always welcome to observe in a classroom *by appointment only*.

In the event that 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.

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

### 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. Other children (neighbors, relatives, and friends) will not be allowed to join them. Parents eating with their child must sit in the designated area. When students are eating with their parents, they must still observe the arrival and departure times for their class. Refer to the School Nutrition Program guidelines regarding food and beverages brought into school cafeterias during the school day.

The school reserves the right to revoke these privileges if these guidelines are not followed. Additionally, school personnel are not responsible for cooling or heating lunches provided by parents.

### School Visitors

Parents and guardians are required to sign in upon arrival at each school site. Using the computer kiosk provided in the school's office area, a visitor's badge must be printed and worn for the duration of your visit on campus. School visitors are only allowed to report to the designated area based on the circumstances of the visit.

The school reserves the right to revoke visitor privileges if these guidelines are not followed.

## PARENTAL NOTIFICATIONS PROCEDURES

Lowndes County Schools desires to notify parents of factual developments that may occur during the school day and beyond normal school hours. While each school has multiple forms of media to notify its school community, the district will post immediate information on its website ([www.lowndes.k12.ga.us](http://www.lowndes.k12.ga.us)), its Facebook page (Lowndes County Schools - @OneLowndes) and on Twitter (@OneLowndes). Districtwide call will be made to all available home telephone numbers and designated cell phones as an additional means of sharing immediate information.



Parents are encouraged to verify the accuracy of all contact listed in Infinite Campus. Home telephone numbers, cell phone numbers, and email address are used to send non-emergency notifications throughout the school year.

## PROMOTION & RETENTION (Board Policy IHE)

### KINDERGARTEN

Promotion to the next grade will be determined by the following criteria:

1. Documentation of eighty (80) percent mastery of Lowndes County Schools' reading and mathematics standards/benchmarks.
2. Review of individual student information utilizing the Georgia Kindergarten Inventory of Developing Skills (GKids).

### GRADES 1-2

Promotion to the next grade will be determined by the following criteria:

1. Documentation of eighty (80) percent mastery of Lowndes County Schools' reading and mathematics standards.

### GRADES 3-5

Promotion to the next grade will be determined by the following criteria:

1. Documentation of a seventy (70) percent or above yearly average in reading and math (Lowndes County Report Card).
2. Documentation of a seventy (70) percent or above yearly average in two of the following subjects: English, Social Studies or Science (Lowndes County Report Card).
3. Documentation of the minimum score on the grade appropriate state-adopted assessment in English/language arts and mathematics.
4. Recommendation of the Placement Committee.

### GRADES 6-8

Promotion to the next grade will be determined by the following criteria:

1. Documentation of a seventy (70) or above yearly average is required in four (4) out of five (5) classes to be promoted to the next grade. Classes are defined as English language arts, math, science, social studies and connections. All final grades earned in connections classes will be averaged and considered as one (1) connections class for the purposes of promotion/retention.
2. Documentation of the minimum score on the grade appropriate state-adopted assessment in English/language arts and mathematics.
3. If any of these criteria are not met, the recommendation of the Placement Committee will be used to determine grade placement for the next school year.



## GRADES 9-12

The following units must be earned for class/grade placement. Class placement is made at the beginning of each academic year based on the number of units earned at that time and is not altered during the year.

Grade/Status	Minimum Units Required for Homeroom Placement
Tenth Sophomore	6 units
Eleventh Junior	13 units
Twelfth Senior	20 units

\*\*Students must meet Georgia High School Association (GHSA) requirements to participate in many extracurricular activities. Eligibility requirements may differ from promotion requirements and should be discussed with the activity coach or sponsor.

## SCHOOL HEALTH CLINIC

Children may come to school with minor cold or allergy symptoms. It is best to treat these symptoms at home before school; however, the school nurse is available to treat minor illnesses, such as headaches, that come up during the school day. Keep your child at home if he/she is experiencing a fever of 100.0 or higher, is vomiting, or has diarrhea. Your child may return to school when he/she has been fever free for 24 hours without the use of medication (such as Tylenol or Motrin), and has not vomited or had diarrhea for at least 24 hours.

Lowndes County Schools has adopted CareDox as an online communication tool for school nurses to keep parents notified when children visit the health clinic and for parents to provide us with accurate student medical information as well as the clinic consent form. Completed authorizations are required for students to be seen in the clinic. All information is stored securely and is HIPAA and FERPA compliant.

*Develop a passion for learning. If you do, you will never cease to grow."*

—Anthony J. D'Angelo

## MEDICINES (BOARD POLICY JGCD)



The school principal or designee may administer medication prescribed by a doctor if all of the following requirements are met:

- A.) All medicine shall be in the ORIGINAL, LABELED PRESCRIPTION container, on which the doctor's instructions are given.
- B.) Written instructions from a doctor as how to administer (amount, time, etc.) must be shown.
- C.) A written request by the parent or guardian must be submitted to the school to administer the medication.
- D.) The school shall keep a written daily report of the medication administered, including the student's name, type of medicine, date and time. No aspirin will be given to students, even though the parent may approve/request such be done. Other medications which are free from aspirin may be considered for administration.
- E.) A parent or responsible adult designated by the parent must deliver all medication to a designated school employee.

Students with a physician prescribed need for auto-injectable epinephrine or an asthma inhaler may possess and use the prescribed medication while in school, at a school sponsored activity, while under the supervision of school personnel, or while in before-school or after-school care on school operated property provided the proper authorization form obtained from the school has been completed by the physician and parent and returned to the school.

A student health form shall be distributed annually to students for parent signatures. Signatures may be electronically submitted via CareDox. The form shall include:

- A.) A statement of the requirements for prescription medication listed above.
- B.) Parental permission for the school to administer non- prescription medication and minor first aid.
- C.) A listing of any disease, handicap, infirmities, etc. that restrict the student's activities. A doctor's statement should be attached where appropriate.

### SCHOOL INSURANCE

In spite of every effort made to keep all students safe, occasional accidents occur. To help protect your child, please consider purchasing school insurance to help cover medical expenses that may arise from school-related accidents.

In spite of every effort made to keep all students safe, occasional accidents occur. To help protect your child, please consider purchasing school insurance to help cover medical expenses that may arise from school-related accidents.



### SCHOOL CASH COLLECTIONS

Each school within the Lowndes County school system accepts payment in the form of cash or check for student dues/fees, field trips and fundraisers.

### NON SUFFICIENT FUNDS (NSF) CHECKS:

Lowndes County School System does not handle the collection of NSF checks. Envision Payment

Solutions, a third party vendor, handles complete processing and collection of all NSF checks. Envision receives returned checks directly from the school's banking facility and electronically represents to account for amount written plus a \$37.00 processing fee. Schools **will not** accept checks from parent/guardian after three (3) bad checks and will accept only cash payments.

Contact Envision directly at 877-290-5460 or 770-709-3100

Email: [customerservice@envisionpayments.com](mailto:customerservice@envisionpayments.com)

### SCHOOL NUTRITION PROGRAM



In accordance with Federal civil rights law and U.S. Department of Agriculture(USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To

request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

### General Program Information

It is our privilege to provide low cost nutritious breakfast and lunch meals to all students and staff of Lowndes County Schools. Nutrition is a very important part of the education process since a hungry child cannot learn.

Lowndes County School Nutrition meals adhere to the USDA dietary guidelines and requirements. Our menus offered are analyzed to reduce calories from fat while ensuring proper amounts of nutrients and total calorie intake for different age groups. Your child should receive a cycle menu chart with dates listed for the entire year. Monthly menus are available on the Lowndes County Schools homepage on the internet at [www.lowndes.k12.ga.us](http://www.lowndes.k12.ga.us) for breakfast and lunch.

### Foods and Beverages Brought Into School Cafeterias During the School Day

USDA regulations prohibit the sale of non-nutritional foods and carbonated beverages during meal times in the cafeteria at all grade levels. In order to encourage better nutrition and develop healthy eating habits, students and/or their parents are urged not to bring foods to school from outside restaurants. However, if a meal is brought to school from a restaurant, it is requested that the outside meal be placed in a sack or container that does not identify the restaurant. Lunches sent with students when they come to school in the morning in lunch boxes, pails, or plain bags are allowed.

No deliveries of meals from food vendors or delivery companies to students will be allowed. Parents or guardians may bring lunch to a student for drop-off; however, they must do so prior to the student's lunch period.

### Meal Accounts

Each cafeteria has a computer program for tracking meals and payments. ALL Lowndes County School students were assigned a computer generated identification (ID) number with "692" denoting Lowndes County followed by five digits unique to each student. School nutrition uses the last five digits as their meal account PIN number. ALL students must learn their account number to use at the cashier station at the end of the meal line. Some schools use card scanners and students must bring their card to scan a barcode as they reach the cashier.

**Meal Payment** Payment for school meals is due before the meal is eaten. Prepayment enables the meal line to move quickly, allowing more time for students to enjoy their meal. Select one of the two prepayment opportunities sited below. An account can be set up for each child on line to view what the student is buying and how much money is on his or her account. Money not used can be carried over to the next school year even if the student will attend a different Lowndes County School. Since parents can now manage student accounts online, refunds of student payment will be made ONLY when the student exits Lowndes County Schools due to a family move or graduation. Requests for refunds must be made in writing or via email to the school nutrition director.

### Prepayment Online

Families can check student meal accounts and prepay online through My School Bucks (<http://myschoolbucks.com>). Using the student's FULL ID number (692-\_\_\_\_\_) and a Master Card, Visa, or Discover credit/debit card, an online account can be set up to make payments or view the student participation report. Security is a priority at MySchoolBucks. MySchoolBucks is secure, providing the highest level of protection for your information. Lowndes County School Nutrition staff members do not have access to your child's MySchoolBucks account. A convenience fee of **\$ .50** is applied to each payment made to your child's account. Money deposited into lunch accounts can take up to 12 hours to post. "Automatic Replenish" is also available so that when the student account balance goes below an amount you specify, payment can be automatically deposited into the student's account via your credit card. When choosing the



“Automatic Replenish” option, an ending date must be specified (ex., the last week of school). Otherwise, My School Bucks will continue automatic withdrawal through summer months. The website link can be found on any Lowndes County Schools website on the menu calendar page. If you request **refunds** for money that was imported to customer accounts from **My School Bucks** online, a three percent handling charge that Lowndes School Nutrition pays for each deposit will be deducted from the account total before issuing a refund check.

### Prepayment by Cash or Check

At all school levels, prepayment may be made weekly or monthly in envelopes provided by the school. The student’s name and account number must be listed on the envelope in order to credit the proper account. Families with more than one student at the same school should send the cash or check SEPARATELY for each student. Checks are to be made to (School name or abbreviation) Nutrition Program with the student’s name and account (or PIN) number on the check. Other purchases from the school office or classroom must NOT be included with meal payments.

### Non Sufficient Fund (NSF) CHECKS:

Lowndes County Schools is no longer responsible for any part of the collection of NSF checks. Envision, a third party vendor, handles complete processing and collection of all NSF checks. NSF checks will be sent directly from the Lowndes County Schools’ bank account to the third party vendor. A **\$37.00 fee** will be assessed by the third party vendor. The Lowndes School Nutrition Program will not accept checks from parents/guardians once they have submitted three(3) or more NSF checks since Envision will not guarantee payment for those checks. Once this happens, parents/guardians must send cash for student’s meals or use the online portal, My School Bucks, to prepay for student meals online using Master Card, VISA, or Discover credit/debit card. Envision sends notification letter to parents/ guardians who reach this limit on NSF checks.

### Free or Reduced Price Meals

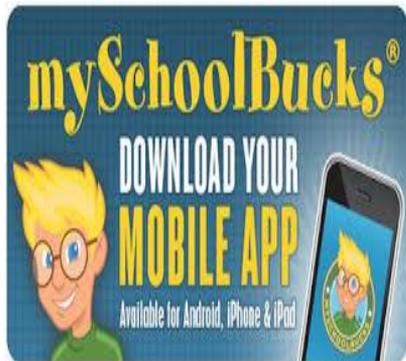
Students may qualify for free school meals if they receive food stamps (SNAP, Supplemental Nutrition Assistance Program) or Temporary Assistance for Needy Families (TANF).

Families may also qualify for free or reduced price meals based on family income.

### Families must complete a new application each year to determine eligibility.

Family applications, rather than individual applications, are used. Only one application will be needed per family. Applications are available at each school and may also be printed from the Lowndes County Schools website ([www.lowndes.k12.ga.us](http://www.lowndes.k12.ga.us)). ALL household members including all children must be listed. School locations are required for all school age children. Please make certain that your application reaches the school nutrition manager at one of the schools your children attend. If preferred, submit completed applications to the Lowndes County School Nutrition Program at the district location (1500 C. Lankford Drive, Valdosta, Georgia).





### **My School Bucks**

School meals payments made easy!  
You can pay for your student's meals online!  
It is quick and convenient!  
Register for myschoolbucks free account:  
[www.myschoolbucks.com](http://www.myschoolbucks.com)

You may also download the mobile App on any Android or Apple device.

You can:

- Set up recurring payments
- Track and review meal history
- Create low balance alerts and more...

## **MEAL PRICING**

Lowndes County Schools will serve **NO COST** meals through USDA's National School Lunch Program Seamless Summer Option (SSO) throughout the 2021-2022 School Year. This option maintains the nutrition standards of the standard school meal program – including a strong emphasis on providing fruits and vegetables, fluid milk, whole grains, and sensible calorie levels. We encourage all students to participate in the breakfast and lunch program offered at all Lowndes County Schools.

Families *do not* have to submit a meal application to eat at **NO COST**.



### **Students, Adults, and Visitors**

**Payment is required when meals are purchased.**

Second Student breakfast: \$2.00

Second Student Lunch (USDA requires adult price) \$3.25

Educator Adults (Includes all LCBOE Employees) \$3.25

Visitors (Non-educator adults and visitors of all ages) \$3.75

Breakfast (Adults & Visitors of all ages) \$2.00



## MEAL CHARGE PROCEDURES

### Elementary Schools

1. Payment is required when meals are purchased.
2. Students are allowed to charge the cost of two day's meals (2 breakfasts and 2 lunches).
3. Families will be notified by an automated phone call concerning unpaid balances each week.
4. A written reminder may be given to the student to take home to inform parents about charges.
5. No à la carte items may be charged.
6. If the charge amount is not paid in full, students will be offered a replacement meal at lunch consisting of a sandwich and milk or breakfast consisting of cereal and milk.

### Middle School

1. Payment is required when meals are purchased.
2. Students are allowed to charge the cost of two (2) day's meals (2 breakfasts and 2 lunches). The student is required to sign a charge list at the cashier station when receiving a charged meal.
3. No à la carte items may be charged.
4. After two days of unpaid meal charges, a student is offered a replacement meal until the negative balance is cleared. Replacement meals consist of a sandwich and milk for lunch and a cereal and milk for breakfast. At this time, the student must sign a form provided by the cashier, signifying they were offered the replacement meal and whether they accepted or declined the meal.
5. Families will be notified by an automated phone call concerning unpaid balances each week.
6. NO CHARGES are allowed the last week of each semester in December and May.

### High School

1. Payment is required when meals are purchased.
2. Students are allowed to charge the cost of two(2) day's meals (2 breakfasts and

2 lunches) until their account is paid in full.

3. No ala carte items may be charged.
4. Families will be notified by an automated phone call concerning unpaid balances each week.
5. NO CHARGES are allowed during the last week before exams of each semester in December and May.

## SECOND STEPS SOCIAL EMOTIONAL LEARNING CURRICULUM

Lowndes County Elementary and Middle Schools use "Second Steps." This program focuses on social emotional learning, child protection, and bullying.

If you, as a parent/guardian, object to your child participating in this program, the objection must be presented in writing to the principal of the school where your student is enrolled within 10 days after the student's enrollment date.

## 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.

## STUDENT REGISTRATION, ENROLLMENT, AND WITHDRAWAL

Registration is a centralized process for all Lowndes County Schools. All students new to the system will register at the Board of Education and be given their school assignment. The Board of Education is located at 1592 Norman Drive at the west wing of the building.

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

As per O.C.G.A. 20-2-768, Lowndes 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.

With no proof of enrollment in another school, another LEA, private school, or home study program, an LEA shall withdraw a student from a school after ten consecutive, unexcused absences, and the withdrawal shall be coded "R" to indicate that such student was removed for lack of attendance. The superintendent or superintendent's designee shall use due diligence to notify the parent, guardian, grandparent, or other person if the LEA plans to withdraw such students. The superintendent of the LEA or the superintendent's designee shall document a minimum of three attempts to contact the parent, guardian, grandparent, or "other person" for the explicit purpose of holding a withdrawal conference.

## MIDDLE SCHOOL HUMAN GROWTH & DEVELOPMENT

Middle school students in grades 6-8 receive instruction in human growth and development as outlined by curriculum approved by the Georgia Department of Education. Students are separated in same sex classes for portions of the instruction.

Parents may choose for their children to not participate in the human growth and development curriculum by informing the school principal in writing within 10 days after the student's enrollment date.

## TEENAGE & ADULT DRIVER RESPONSIBILITY ACT (TAADRA)

Georgia's Teenage and Adult Driver Responsibility Act (TAADRA) of 1997, requires that local school systems certify that a student's attendance pattern and discipline record permits him or her to have a Georgia learner's permit or driver's license. This requirement applies to all minors who are at least 15 years of age and under the age of 18.

When a minor submits an application for a Georgia driver's license or instruction permit, the local school district will be responsible for certifying that the student satisfies the following attendance requirements: Is enrolled and not under expulsion from a public or private school and has not had ten or more school days of unexcused absences in the current academic year or ten or more school days of unexcused absences in the previous academic year.

## TEST SECURITY

Any action that compromises test security or leads to the invalidation of an individual student's or a group of students' test scores will be viewed by Lowndes County Schools (LCS) as inappropriate.

Under no circumstances may any tests be reproduced or duplicated for individual or group use unless authorized by GADOE. Failure to comply with the U.S. Copyright Laws protecting these materials could result in legal action. Any instance of violation of copyright laws must be reported immediately to the GADOE. Guidelines are in place to assist system personnel in determining which activities might compromise test security or score validity. Any concern regarding test security must be reported to LCS immediately.

## LOWNDES COUNTY TITLE I SCHOOLS SCHOOL-WIDE PROGRAMS

Clyattville Elementary  
Lake Park Elementary  
Moulton-Branch Elementary  
Pine Grove Elementary  
Lowndes Middle School

The purpose of the Title I program is to support the entire educational program through additional funds. Title I programs focus on parental notification and involvement. Parents are encouraged to become partners with the schools in the planning, revision, and implementation of parent involvement activities, school improvement plans, and the LEA's comprehensive improvement plan (CLIP).

Parents are encouraged to attend the Annual Title I meeting held at each school. The District and School Family and Community Engagement

Policies and District Improvement Plans are available on the school and district websites. In addition, copies are available upon request. Additional information is available at [www.lowndes.k12.ga.us](http://www.lowndes.k12.ga.us) and [www.ga.doe.k12.ga.us](http://www.ga.doe.k12.ga.us).

## VOLUNTEER PROCEDURES

Lowndes County Schools welcomes the opportunity to partner with volunteers to enhance educational opportunities for students. These individuals must adhere to the established screening protocol. A volunteer is defined as anyone providing supervision while actively interacting with students, or anyone having responsibility of Lowndes County Schools' students. The period of supervision also includes activities outside the normal school day, such as field trips, athletic events, etc. Potential volunteers must annually complete the Mandated Reporter training, consent to a local background check, and sign the volunteer statement affirming completion of the requirements.



**LOWNDES**  
COUNTY SCHOOLS  
One Mission. One Vision.



# DEPARTMENT OF TRANSPORTATION



Dear Parents and Guardians,

The Transportation Department of the Lowndes County School District is constantly searching for safety oriented individuals with high moral character for bus driving positions. All applications are carefully scrutinized to help insure that the children of Lowndes County are afforded the safest transportation possible. If you are interested, please read the information which follows. Also, if there is an acquaintance you would recommend, please share this notice with him/her.

## **Requirements:**

- Good driving record
- Dependability
- Good verbal and written communication skills
- Good moral character

## **Benefits available include:**

- Health insurance
- Paid sick and personal leave
- Free life insurance
- Pension benefits
- Driver training program

**20 hour work per week**  
**180 work days per year**

All training provided by the Lowndes County School District Transportation Department.

## **To apply, contact:**

Lowndes County Schools  
District Transportation Department  
1064 Howell Road - Valdosta, Georgia 31601  
229-245-2257

**The Lowndes County School District is an Equal Opportunity Employer.**

**“The function of education is to teach one to think intensively and to think critically.  
Intelligence plus character – that is the goal of true education.”**

**-Martin Luther King Jr.**

# SAFETY IS FOR EVERYONE

Currently, a combined total of over 7,500 students are transported daily in Lowndes County school buses. These buses make over 250 runs and travel

5,000 miles each day. Accordingly, much effort and great care is given by our school system to safely transport Lowndes County's most precious commodity: our children. School bus drivers in Lowndes County are required to complete an extensive training program before they begin transporting students. In addition, they attend regularly scheduled safety meetings and participate in in-service activities designed to help them improve their professional skills. Buses are inspected by drivers prior to each trip and preventive maintenance inspections are performed by school system mechanics 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

### MOTORIST

- 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 our drivers often have the numerical equivalent of two or more classes of students on a bus. The driver is in a 40 foot vehicle, in traffic, various weather conditions, with his/her back to the students. Please

encourage your children to obey the rules and not cause distractions.

- Have students at the bus stop on time, with about five minutes to spare and never late. Haste 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 appropriate 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 violations and deal with them fairly and firmly.
- Inform parents in writing when rule violations are 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 YOUR CHILD 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, the bus driver will issue two warnings on two different routes to the student, unless the violation is severe.

## Expectations

- Students are to wait at the bus stop in an orderly manner.

- Students shall be courteous and obedient to other students and the driver.
- Students will be permitted to carry books and other items related to school work which can be held in the lap.
- Sports equipment, fishing rods, skateboards, umbrellas, animals, glass jars, weapons and other objects that might distract the driver or jeopardize students will not be transported. Students may transport certain band instruments on the bus, if space is available. No wooden objects or fishing equipment.
- 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, the stop arm has been displayed, and all approaching vehicles have stopped. Students should look both ways before they cross and as they cross the street.
- Pupils will ride on assigned buses, board, and unload at their designated stop. Parents must request in writing

any exception from this rule. Requests shall 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.

- Students shall be prohibited from using any cell phone or electronic devices during the operation of a school bus without headphones; or any other electronic device **in a manner that might interfere** with the school bus, communications equipment, or the operation of the school bus.
- Lowndes County Schools is not responsible for any electronic devices or other personal items left, lost, or stolen on school buses.
- Obey the bus driver at all times.
  - (a) No request shall be approved for social activities or projects.
  - (b) No child shall be delivered outside his school attendance zone.
- Students shall follow all other related Board policies and Administrative
- Procedures concerning student discipline, as stated in student's Behavior Code & Discipline Policy Handbook.
- No student will be dropped off at a bus stop other than their assigned stop unless prior approval has been made with the Transportation Department. Anote that states your child has permission to go home with anyone else must be signed by the parent and the school administrator and given to the bus driver.
- Please read the school bus discipline section of student handbook.

The following items are considered severe violations (zero tolerance): Assault and battery against 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.

### **Safe Student Riding Instructions**

Statistics show children riding a school bus are much safer than in their parent's personal vehicle or any other type of transportation on the roadways. The Lowndes County Board of Education believes the school bus is an extension

of the classroom; therefore the same rules of "Respect to Self", "Respect for Others" and "Respect for others' Property" will apply en route to the bus stop, departing from the bus stop and while on the bus.

Safe riding begins before your child ever leaves the house or arrives at the designated bus stop. In order to keep your child safe, your child needs to arrive at the bus stop five minutes before the scheduled pickup time. These five minutes allow your child to arrive at the bus stop without the need to hurry. These five minutes will also limit your child's time near roadways and out in a variety of weather conditions for any longer than necessary.

### **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 your child has to cross the road, they must wait for the bus to come to a complete stop and then wait for the driver to give instructions for when it is safe for them to cross.

### **While Loading The Bus At The Designated Stop (same side of 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. When more than one student loads at the same stop, they must line up in a single file line just prior to the buses arrival. There should be no pushing, shoving or horse playing while loading the bus. Students should always use the handrail when stepping up on the bus. Students should get seated in their seat as carefully but as promptly as possible and remain there until they reach their school or destination.

### **While Loading The Bus At The Designated Stop (opposite side of 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 a 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.

### **Railroad Crossings:**

History has shown that more lives are lost in school buses at railroad crossings than at any other location. Every time a school bus and a

train collides, the train wins! This is why it is so important for the driver to have their full attention at the railroad crossing. There is no other time when a driver's distraction can cost the loss of so many lives. Please reinforce with your child the importance of being "Silent At All Railroad Crossings"

### **Bus Evacuation:**

Due to the unforeseen circumstances beyond the bus driver's control, your child may have to evacuate a bus at some time during the year. The decision to evacuate may be solely because we have the best interest of the students in mind. When evacuating a bus is necessary, students are placed in a safer location while waiting for assistance.

Most evacuations are due to breakdowns, which may leave the bus in questionable surroundings. Not all breakdowns results in an evacuation; several factors are taken into consideration before the decision is made to evacuate a bus. The location of an inoperative bus is the greatest factor when making a decision to evacuate a bus. (Some locations we feel necessary to evacuate may be, but not limited to a high volume roadway, high speed limit roadway, on or near a bridge, on a steep hill, in curve or near water.)

When any type of evacuation occurs, students must follow the instruction of the driver to safely unload and to relocate in a safe location away from the hazard. On a rare occasion, the driver may not be coherent so we depend on the older mature students to help without placing them at any more risk. This type of evacuation is practiced with all students during each new school year so all students are aware of the safe evacuation practices with or without the driver's assistance.

There are several reasons that a bus may have to unload from one bus to another bus without it being an emergency. We ask for you to periodically remind your child to stay calm whenever it is necessary to unload from one bus to another bus for any reason and to always use their "While Loading And Unloading The Bus" directions found on page 5.

All buses are designed with several "Emergency Exits"; these locations are: the entrance/ exit door, rear door, emergency exit windows and roof hatches. Students should always use the front entrance/exit door during all evacuations when possible. When the service door is not available, the second choice should be the back door. All other exits should be used only when the loading door and the back door are not practical. When the rear door is the chosen exit, selected older and mature size students are instructed to assist students to the ground. All students are instructed to leave all personal belongings on the bus and to exit from the front to the back of the selected exit location. Students are instructed to walk away from the bus at least 100 ft. in the direction away from the recognized hazard or hazards.

School bus transportation is such an important part of the education system in Lowndes County. We appreciate your assistance as we try to provide the safest and most efficient transportation for our precious cargo-your children!



**2021-2022 District Personnel**  
**Lowndes County Board of Education**  
**1592 Norman Drive, Valdosta, GA 31601**  
**Phone: 245-2250 Fax: 245-2255**  
**[www.lowndes.k12.ga.us](http://www.lowndes.k12.ga.us)**

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**Terri Welden, Administrative Assistant to the Superintendent**

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1500 Lankford Drive, Valdosta, GA 31602

Phone: (229) 245-2443

Email: [donnahendley@lowndes.k12.ga.us](mailto:donnahendley@lowndes.k12.ga.us)

**Matt Deal, Director of Transportation**

**Austin Merriman, Assistant Director**

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**PT – Part Time**

***“Education is not the learning of facts but the training of the mind to think.”***

**–Albert Einstein**



# Parents and Students:

**AFTER READING THE CODE OF CONDUCT & STUDENT/PARENT HANDBOOK, PLEASE SIGN THE FORM ON THE BACK OF THIS PAGE AND RETURN IT TO YOUR TEACHER WITHIN 10 DAYS.**

If you object to your child participating in any of the following, you must contact his or her principal in writing within ten (10) days of the student's enrollment:

*Georgia Student Health Survey 2.0 (see page 37)*

*Second Steps: A Personal Safety Curriculum (see page 47)*

*Middle School Human Growth & Development (see page 48)*

*Interviewing, photographing & videotaping of students by staff or the news media (see page 39)*

*Your child's participation in any student club or organization*

*A complete list of clubs & organizations for your child's school is on your school website. Copies are available upon request (See Page 35)*

*G Suite for Education, YouTube, and Takeout (see pages 27)*

*Disclosure of directory information/FERPA (see page 35)*



# OneLowndes

**WHERE EVERYONE FINDS THEIR FUTURE.**

**IF YOU HAVE ANY QUESTIONS ABOUT THIS HANDBOOK OR ITS CONTENT PLEASE CONTACT YOUR SCHOOL OR THE CENTRAL OFFICE AT (229) 245-2250.**

**[www.lowndes.k12.ga.us](http://www.lowndes.k12.ga.us)**

## 2021-2022 Student/Parent Handbook Acknowledgement

### Notice to Parents:

After reading this handbook and reviewing it with your child, please sign below, detach this page, and have your child return it to school **within 10 days**.

By signing below, we acknowledge our family has received a copy of the Student/Parent Handbook-Code of Conduct for Lowndes County Schools for 2021-2022. We have reviewed this handbook with our child. We further acknowledge the information presented is current as of July 1, 2021 and updates may occur during the school year due to changes in state or local school board policies and/or state laws. Updates will be posted online at [www.lowndes.k12.ga.us](http://www.lowndes.k12.ga.us), and parents will be notified through the school district's all-call phone system.

**As parents and students, we have reviewed and understand the following items:**

- LCSS Code of Conduct
- Compulsory School Attendance Policy
- Emergency School Closure Procedure
- Equal Education/Non-Discriminatory Notice
- Family Educational Rights and Privacy Act (FERPA)
- Field Trips
- Hospital/Homebound Services
- Interrogations and Searches
- Make-Up Work
- Medicines (Board Policy JGCD)
- Technology Use: Implementation, Regulations, and Guidelines
- Teenage and Adult Driver Responsibility Act
- Test Security
- Transportation Bus Rules and Expectations
- Title I
- Parents Right-to-Know Teacher Qualifications
- Promotion/Retention Policy
- Student Dress and Appearance Code
- Student Complaints and Grievances
- Student Reporting Acts of Sexual Abuse/Sexual Misconduct
- Suspension and Expulsion
- Middle School Human Growth and Development
- School Insurance
- Interviewing, photographing & videotaping of students by staff or the news media during the 2021-2022 school year

#### School Insurance – Page 43:

- I will purchase school insurance that will cover school-related accidents.
- I waive the right to purchase school insurance that will cover school-related accidents.

Student Name (Print)

School

Student Signature

Homeroom Teacher

Parent/Guardian Signature

Date

### Field Trips

We DO \_\_\_\_\_ DO NOT \_\_\_\_\_ (please check only one) grant permission for our child to participate in school field trips. We understand the teacher will notify us of specifics of field trips before they occur.

If you wish for your name and number/e-mail to be added to a volunteer list, please complete the following:

Email: \_\_\_\_\_ #: \_\_\_\_\_ #: \_\_\_\_\_





# LOWNDES COUNTY SCHOOLS

Working Together For Excellence Every Day

# 2021-2022

Approved 3-9-2020

	July '21	August '21	September '21
Pre-planning	S M T W Th F S 1 2 3	S M T W Th F S 1 2 3 4 5 6 7	S M T W Th F S 5 6 7 8 9 10 11
First Day of School	4 5 6 7 8 9 10	8 9 10 11 12 13 14	12 13 14 15 16 17 18
Labor Day Holiday	11 12 13 14 15 16 17	15 16 17 18 19 20 21	19 20 21 22 23 24 25
Fall Break	18 19 20 21 22 23 24	22 23 24 25 26 27 28	26 27 28 29 30
Thanksgiving Holiday	25 26 27 28 29 30 31	29 30 31	
Early Release Day/End of Semester	October '21	November '21	December '21
Christmas Holiday	S M T W Th F S 1 2	S M T W Th F S 1 2 3 4 5 6	S M T W Th F S 1 2 3 4
Student Holidays/Professional Learning for Teachers	3 4 5 6 7 8 9	7 8 9 10 11 12 13	5 6 7 8 9 10 11
Students Return to School	10 11 12 13 14 15 16	14 15 16 17 18 19 20	12 13 14 15 16 17 18
Martin Luther King Holiday	17 18 19 20 21 22 23	21 22 23 24 25 26 27	19 20 21 22 23 24 25
Winter Break	24 25 26 27 28 29 30	28 29 30	26 27 28 29 30 31
Student Holiday/Professional Learning for Teachers	January '22	February '22	March '22
Spring Break	S M T W Th F S 1	S M T W Th F S 1 2 3 4 5	S M T W Th F S 1 2 3 4 5
Early Release/Last Day of School	2 3 4 5 6 7 8	6 7 8 9 10 11 12	6 7 8 9 10 11 12
Post-planning	9 10 11 12 13 14 15	13 14 15 16 17 18 19	13 14 15 16 17 18 19
Graduation	16 17 18 19 20 21 22	20 21 22 23 24 25 26	20 21 22 23 24 25 26
Memorial Day Holiday	23 24 25 26 27 28 29	27 28	27 28 29 30 31
Graduation	April '22	May '22	June '22
First and Last Day of School	S M T W Th F S 1 2	S M T W Th F S 1 2 3 4 5 6 7	S M T W Th F S 1 2 3 4
Early Release Day	3 4 5 6 7 8 9	8 9 10 11 12 13 14	5 6 7 8 9 10 11
Graduation	10 11 12 13 14 15 16	15 16 17 18 19 20 21	12 13 14 15 16 17 18
Teacher Inservice	17 18 19 20 21 22 23	22 23 24 25 26 27 28	19 20 21 22 23 24 25
	24 25 26 27 28 29 30	29 30 31	26 27 28 29 30

Full 180 Instructional Year Calendar. First Draft  
89 Days First Semester, 91 Second Semester. 10 Inservice

█ Holiday  
█ Teacher Inservice  
 First and Last Day of School  
 Early Release Day  
 Graduation

## Quick Reference Guide

Clyattville Elementary School  
(229) 316-8602

**Dr. Terry Berry, Principal**

Ms. Maggie Moody, Assistant Principal

Dewar Elementary School  
(229) 219-1370

**Ms. Katie Chappuis, Principal**

Ms. Melanie Johnson, Assistant Principal

Hahira Elementary School  
(229) 316-8600

**Mr. Neil Wilkes, Principal**

Daniele Magill, Assistant Principal

Lake Park Elementary School  
(229) 316-8603

**Ms. Lauren Sirmans, Principal**

Jessica Stanley, Assistant Principal

Moulton Branch Elementary School  
(229) 245-2294

**Mr. Sol Summerlin, Principal**

Ms. Samantha Mercer, Assistant Principal

Pine Grove Elementary School  
(229) 245-2297

**Mr. Al Swilley, Principal**

Ms. Becky Wetherington, Assistant Principal

Westside Elementary School  
(229) 245-2289

**Ms. Beth Lind, Principal**

Mr. Tim Hatton, Assistant Principal

Kelly Lupton, Assistant Principal

Hahira Middle School  
(229) 316-8601

**Dr. Ivy Smith, Principal**

Mr. Mitchell Donahoo, Assistant Principal

Ms. Ashlee Haynes, Assistant Principal

Lowndes Middle School  
(229) 245-2280

**Mr. Bill Haskin, Principal**

Ms. Amanda Hiers, Assistant Principal

Ms. Rico Tucker, Assistant Principal

Pine Grove Middle School  
(229) 219-3234

**Mr. Sam Clemons, Jr., Principal**

Ms. Brittany Carswell, Assistant Principal

Ms. Janet Hendley, Assistant Principal

Lowndes High School  
(229) 245-2260

**LeAnne McCall, Principal**

Tonya Brown, Assistant Principal

Jared Dickey, Assistant Principal

Stacy Dickey, Assistant Principal

Dr. Matt Faircloth, Assistant Principal

John Newton, Assistant Principal/CTAE (PT)

Casey Page, Assistant Principal

Krista Pearson, Assistant Principal

Horace Walker, Assistant Principal

Dr. Cloise Williams, Assistant Principal

Parker Mathis Learning  
(229) 245-2271

**Mr. Danny Redshaw, Director**

Football Ticket Office  
(229) 316-1887



**LOWNDES**  
COUNTY SCHOOLS  
.....  
One Mission. One Vision.

[www.lowndes.k12.ga.us](http://www.lowndes.k12.ga.us)